

FISCAL YEAR 2024-2025

# PROPOSED BUDGET

THE CITY OF  
**SAN FERNANDO**

**SAN FERNANDO, CALIFORNIA**







THE CITY OF  
**SAN FERNANDO**

**DIRECTORY OF OFFICIALS**

FISCAL YEAR 2024-2025

**ELECTED OFFICIALS**

**CITY COUNCIL**

**MAYOR**

CELESTE T. RODRIGUEZ

**VICE MAYOR**

MARY MENDOZA

**COUNCILMEMBERS**

JOEL FAJARDO

VICTORIA GARCIA

MARY SOLORIO

**EXECUTIVE MANAGEMENT**

CITY MANAGER

NICK KIMBALL

DEPUTY CITY MANAGER/ECONOMIC DEVELOPMENT

KANIKA KITH

CHIEF OF POLICE

FABIAN VALDEZ

CITY CLERK

JULIA FRITZ

DIRECTOR OF COMMUNITY DEVELOPMENT

ERIKA RAMIREZ

DIRECTOR OF FINANCE/CITY TREASURER

ERICA D. MELTON

DIRECTOR OF PUBLIC WORKS

WENDELL E. JOHNSON

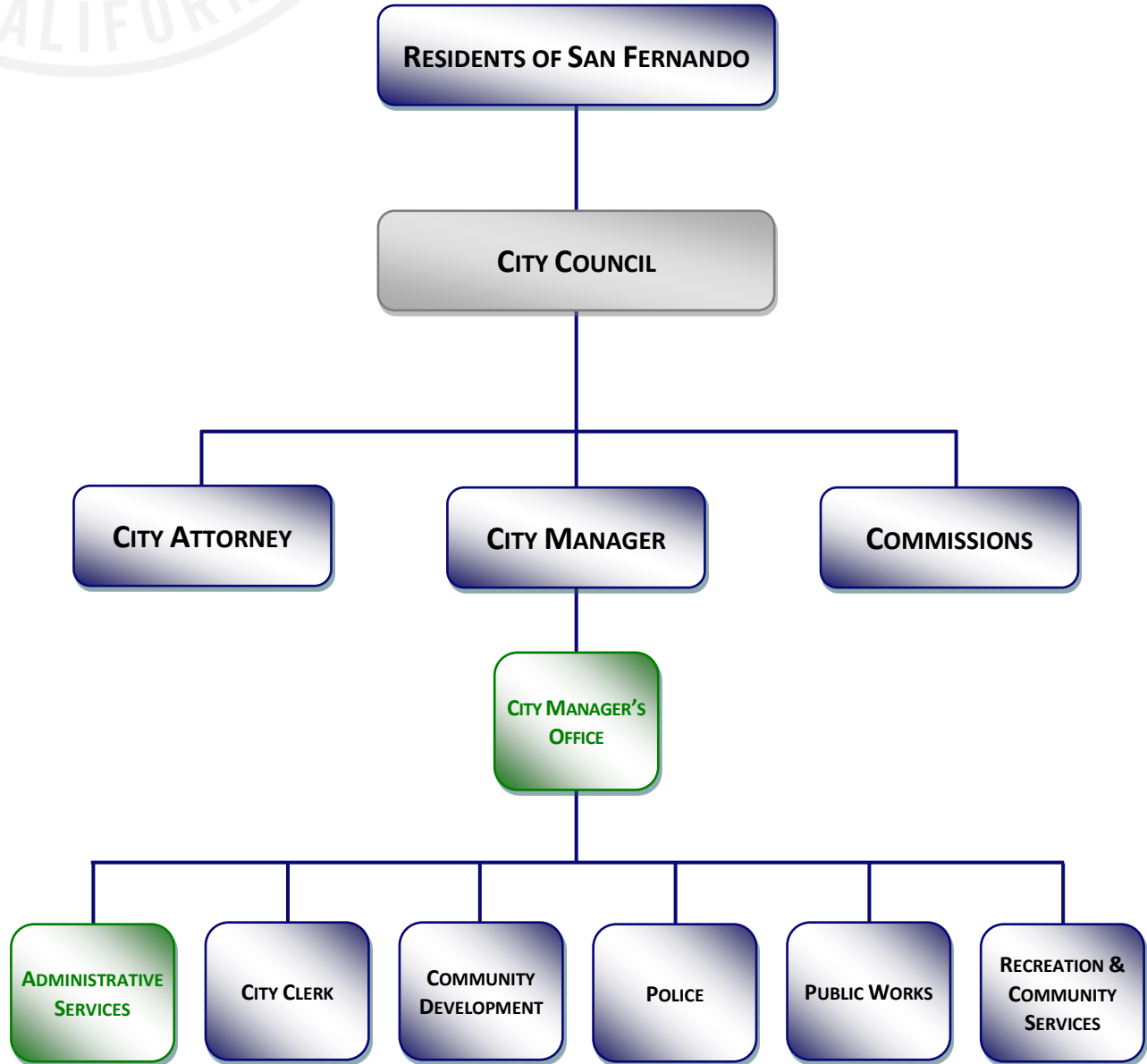
DIRECTOR OF RECREATION AND  
COMMUNITY SERVICES

JULIO SALCEDO

# THE CITY OF SAN FERNANDO

## ORGANIZATIONAL CHART

FISCAL YEAR 2024-2025



PROPOSED

ELECTED  
OFFICIAL



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of San Fernando  
California**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morill*

Executive Director

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**SECTION I.  
INTRODUCTION  
AND BACKGROUND**



## MEMORANDUM

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**To:** Mayor Celeste T. Rodriguez and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** May 6, 2024

**Subject:** Fiscal Year 2024-2025 Proposed Budget Message

I am pleased to present the City Manager’s Proposed Budget for fiscal year (FY) 2024-2025 in accordance with Section 2-121(7) of the San Fernando City Code<sup>1</sup>. The theme of the FY 2024-2025 City Manager’s Proposed Budget is *“Return to the Essentials: Prioritizing Core Values and Enhancing Quality.”*

At this time last year, the City had a number of vacancies in key leadership positions, including the Director of Public Works, Director of Community Development, Water Operations Manager, and the impending retirements of the Director of Recreation and Community Services and Personnel Manager. There were also vacancies in critical field positions such as Community Preservation Officers, Public Works Maintenance Workers (full and part-time), and Police Officers. In total, the City hired more than 16 full-time employees in FY 2023-2024, which represents just under 15% of the total authorized positions.

During the budget process last year, staff asked City Council to “let the dust settle” to allow time to fill these vacant positions and catch up on a number of long-term capital projects. While there are still some vacancies, which is natural in any given year, for the first time in many years, all of the City’s leadership positions have been filled with very qualified staff. Staff was also able to address a number of capital projects, including completing construction on Phase 2 of the Slurry Seal Project, Recreation Park Infiltration System, Glenoaks Bridge Safety Fencing Project, Layne Park Renovation project, and Well 3 Treatment System. The City also made significant progress on the Pacoima Wash Bike Path and Upper Reservoir Replacement.

With sixty (60) new City staff members since 2020, almost half of the current employees have been with the City for less than four (4) years. Although that represents a loss in many, many years of experience and historical knowledge, it also provides a unique opportunity to instill new organizational values. Due to significant financial challenges following the Great Recession, City leadership at the time had to make difficult decisions to adjust expenditures and reduce staff to avoid even more significant austerity measures. As a result, the “San Fernando Way” became synonymous with doing more with less as staff only had the time and resources to apply

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<sup>1</sup> Division 2. City Manager; Section 121. – Powers and Duties; (7) Prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval.

## **Nick Kimball, CITY MANAGER**

### **Proposed Fiscal Year 2024-2025 Budget Message**

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temporary Band-Aids before moving on to the next fire. Out of necessity, San Fernando became a very reactive organization.

To begin the process of setting the vision for redefining the “San Fernando Way,” the focus of the annual Executive Retreat in October 2023 was creating a universal shared set of organizations values and developing staff to meet enhanced service expectations. Executive Management developed a set of Core Values during the Retreat that will become guiding principles for all San Fernando staff and re-set the standard of work as we move into a period of thriving.

These Core Values – Excellent Customer Service, Pride in Quality of Work, Embrace Diversity of Services, and Prioritize Stewardship of the City – will form the foundation to set City staff on the right path to meet City Council’s expectation and address resident’s needs. The new “San Fernando Way” means that we do things the right way, take pride in our work, and provide the best customer experience for our community. It is through the lens of transitioning from a reactive organization to a proactive organization that the work plans and budget requests in this Proposed Budget are put forward.

#### Community Engagement:

As part of the City’s enhanced outreach efforts through the City Council adopted Community Engagement Framework, the following opportunities were provided to Consult the public and receive feedback to help inform the City’s decisions regarding the budget:

#### *Public Meetings:*

- Two (2) Transaction Tax (i.e. Measure A/SF) Town Hall meetings on September 25, 2023 and March 25, 2024.
- City Council priority setting workshop on February 13, 2024.
- Mid-year Budget Item on March 18, 2024.
- Budget Town Hall meeting on May 8, 2024.

#### *Request for Feedback:*

- Community survey completed by 236 users of City services in March/April 2024.
- Presentations to City Commissions:
  - a) Planning and Preservation – April 8, 2024
  - b) Parks, Wellness and Recreation – April 11, 2024
  - c) Transportation and Public Safety – April 4, 2024
  - d) Education – April 30, 2024

## Nick Kimball, CITY MANAGER

### Proposed Fiscal Year 2024-2025 Budget Message

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#### *Notification of Opportunities to Participate:*

- City Website.
- City Manager's Newsletter.
- Social Media posts and email distributions.

#### Budget Development

The FY 2024-2025 City Manager's Proposed Budget provides financial resources to move the City organization forward, achieve the objectives set out through the *Strategic Goals 2022-2026*, and address the primary challenges identified during the City Council Strategic Goals Study Session in February 2024. The base operating budget, referred to as the Sustainable and Resilient Effort (SRE) Budget, includes the full salary and benefit cost for all City Council approved positions (including salary adjustments required per the various MOUs) as well as the related operations and maintenance (O&M) resources to provide those personnel with training, professional development, office supplies, office equipment, and contract services necessary to execute their base work plan. The base SRE O&M budget was the same as the FY 2023-2024 base budget with all prior year one-time enhancements removed from the base O&M budget.

After providing departments with their base SRE budget, internal budget meetings were scheduled with the City Manager, Director of Finance, and each respective Department staff. During the budget meetings, staff reviewed FY 2023-2024 Accomplishments, status of FY 2023-2024 approved enhancements, proposed FY 2024-2025 Work Plan objectives, and performance measures. The Department then presented their enhancement requests with justification for each. All Accomplishments, Objectives, and Enhancements are expected to address at least one Strategic Goal and move City services forward.

Just under \$3.0 million in enhancement requests were submitted by Departments, with a total of \$925,220 recommended in the Proposed Budget (\$424,320 in one-time and \$500,900 in on-going enhancements).

More detailed information on approved enhancements is included in the "Recommended Enhancements" section of this Budget Message.

#### *Economic Outlook*

To develop the Proposed Budget, it is important to understand the projected direction of the economy. Having moved beyond the unique economic impacts of the COVID-19 pandemic and the high-inflation environment of 2022 and 2023, the large, systemic challenges that Los Angeles County faced prior to 2020, from high housing costs to strained transportation infrastructure to a slowing (now declining) population, are reemerging to as economic stressors in 2024 and beyond.

The following analysis of the federal, state and local economic outlooks provide context for the City's revenue projections.

## Nick Kimball, CITY MANAGER

### Proposed Fiscal Year 2024-2025 Budget Message

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#### *Federal Economic Outlook<sup>2</sup>*

The U.S. economy demonstrated remarkable resilience in 2023 in the face of persistent headwinds, namely from the Federal Reserve. The Federal Reserve raised the federal funds rate four times during the year, on top of seven increases in 2022, to a target range of 5.25% to 5.50%, to slow the economy and tamp down inflation. While inflation did moderate, the economy showed few signs of slowing as hiring continued briskly throughout the year.

The national Gross Domestic Product (GDP), which is a measure of total economic output, grew at 2.4% in 2023, which was stronger growth than in 2022 (1.9%) and on par with pre-pandemic levels (2.5% in 2019). However, heading into 2024 and 2025, many economists expect that the national economy will be unable to maintain this level of performance and anticipate a more muted period of economic growth with real GDP growing at 1.7% and 1.4%, respectively.

The unemployment rate held steady in 2023 at 3.6%, which was the same rate as in 2022 and a slight improvement over the 3.7% rate in 2019. However, the pace of hiring is expected to decline over the next two years and unemployment is anticipated to tick upwards to 3.9% in 2024 and 4.3% in 2025 due to

There are several reasons to expect national economic growth to slow over the next two years. Although inflation has come down significantly since the Federal Reserve initiated its rate hikes (year-over year inflation stood at 3.4% in December 2023), their target inflation rate is around 2.0%, so it has not yet met its goal. The high-interest rates keep borrowing costs high for credit cards, bank loans and home mortgages, and, while inflation has moderated, the cumulative impact of nearly two years of high inflation means that we now live in an environment of higher prices. Consumer Price Index (CPI) data shows that, compared to pre-pandemic levels, all goods and services are now more than 19% higher; with food prices 25.1% higher, shelter prices 20.6% higher, and energy 28.0% higher. Strong consumer spending has been a major factor behind the robust economic performance of late, but the current pace of consumer spending is likely to diminish over the next few years.

**In summary, taken together, the signs point to a slowing national economy in 2024 and 2025. The Federal Reserve has been working diligently to engineer a “soft landing” after the sustained economic shock of the pandemic. Although most economists are not expecting a recession in the next two years, it also cannot be ruled out.**

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<sup>2</sup> The information in this section has been taken from 2024 LAEDC Economic Forecast, Addressing Lingerin Challenges and Positioning for Opportunity; <https://laedc.org/wpcms/wp-content/uploads/2024/02/LAEDC-2024-Economic-Forecast-02242024-1.pdf> visited 5/6/2024

## Nick Kimball, CITY MANAGER

### Proposed Fiscal Year 2024-2025 Budget Message

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#### *California Economic Outlook<sup>3</sup>*

In 2023, California experienced slower economic growth compared to the national average, and projections suggest a further slowdown in Gross State Product (GSP) growth, which is a measure of economic output similar to GDP. While job creation in 2023 was positive, especially in sectors such as health, education, hospitality, and professional & business services, the growth rate is expected to decrease in the upcoming years. Certain industries, including manufacturing, are anticipated to see declines as jobs move to lower paying states.

Despite the State's unemployment rate having previously returned to pre-pandemic levels, it is now on the rise again and reached 5.1% in December 2023. The State budget is struggling with substantial deficits, primarily attributed to economic slowdown and the volatility and uncertainty of tax revenues. Moreover, California continues to face the challenge of population decline. Factors such as housing affordability, high cost of living, and substantial tax burdens have contributed to the exodus of residents. While there has been a slight improvement in the downward trend in population over the past year, the decline across most of the largest counties in the state still poses economic challenges.

On a positive note, the Federal Reserve has signaled potential interest rate cuts throughout 2024, which may benefit California by stimulating the real estate market, increasing consumer spending, and fostering economic growth in the other sectors of the State.

**Despite economic challenges, California continues to be one of the largest and most diverse economies in the world. However, the high cost of housing, inflation, Federal Reserve fiscal policy, and population migration out of California represent continuing threats to the California economy and require long-term policy solutions to create the environment for more robust and sustainable growth. Continued stagnation in jobs and loss in population is expected to temper economic growth in 2024 and 2025.**

#### *San Fernando Economic Outlook*

The resiliency of San Fernando's local economy was made clear throughout the COVID-19 pandemic. Many of the City's large employers are essential manufacturing and service business such as LAUSD, Pharmavite, Pepsi, Home Depot, Puretek Corp, and Vallarta. The City also has a burgeoning small business environment, which is the lifeblood of the City's unique character and charm. The monthly San Fernando Outdoor Market has grown to be one of the largest outdoor markets in the San Fernando Valley that attracts niche vendors, artisans, and thousands of customers from the entire northeast San Fernando Valley and beyond.

To support small businesses, the City Council created the Business and Community Resource Center (BCRC) located at City Hall to connect business owners with resources to start and grow

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<sup>3</sup> The information in this section has been taken from 2024 LAEDC Economic Forecast, Addressing Lingering Challenges and Positioning for Opportunity; <https://laedc.org/wp-content/uploads/2024/02/LAEDC-2024-Economic-Forecast-02242024-1.pdf> visited 5/6/2024



## Nick Kimball, CITY MANAGER

### Proposed Fiscal Year 2024-2025 Budget Message

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their business through partnerships with the Valley Economic Alliance, ICON CDC, Small Business Administration, and free educational series.

The new Target on Foothill Blvd opened in Spring 2024, which provides hundreds of local jobs and is expected to add a significant amount of sales tax to the City's General Fund. Additionally, American Fruits and Flavors, which manufactures Monster Energy Drinks, is expected to complete construction of a 165,000 square foot manufacturing facility in Fall 2024. When fully operational, the new facility will be home to more than 300 jobs.

The City has also kicked off efforts to develop a Downtown Master Plan. Development of this Plan includes a significant amount of public outreach to develop a long-term vision for the City's downtown and Maclay commercial corridors. These efforts are critical to create a blueprint for long-term development efforts.

**San Fernando's local economy and customer base proved to be resilient throughout the pandemic. The City has a solid base of retail, manufacturing, personal service, and restaurant businesses that provide sales and business taxes that have consistently grown over the past 10 years. With affordable lease rates, easy access to major transit routes (i.e. Interstate 5, 210 Freeway, and the 118 Freeway) and access to regional transit from the Sylmar Metrolink Station, the local economy is expected to remain stable over the next fiscal year.**

#### General Fund Overview

The City is entering FY 2024-2025 in a strong financial position with the resources to continue implementing the *Strategic Goals 2022-2026* and address the challenges identified in the City Council Strategic Goals Study Session. In accordance with the City's Budget Policy, the Proposed General Fund Budget represents a balanced budget. In fact, with \$28,055,808 in projected revenues and \$27,654,279 in proposed expenditures, there is a budget surplus of \$401,529.

#### *Recommended Enhancements*

Continuing with the theme of *Prioritizing Core Values and Enhancing Quality*, City Departments were asked to submit enhancement requests that focused on: 1) moving the City organization forward by leveraging technological efficiency, developing staff skills to provide quality service, and creating succession opportunities; 2) addressing the primary community challenges identified by City Council during the Strategic Goals Study Session in February 2024; and 3) achieving the objectives set out through the *Strategic Goals 2022-2026*.

Just under \$3.0 million in enhancement requests were submitted by Departments, with a total of \$925,220 recommended in the Proposed Budget (\$424,320 in one-time and \$500,900 in on-going enhancements).<sup>4</sup>

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<sup>4</sup> A detailed breakdown of enhancement requests is included in the Proposed Budget after the City Manager's Report.

## Nick Kimball, CITY MANAGER

### Proposed Fiscal Year 2024-2025 Budget Message

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In accordance with the afore mention guidelines and objectives, the following enhancements are being recommended for FY 2024-2025 and have been included in the Proposed Budget:

#### Community

- a. *Community Events*. Additional funding is recommended to support the increased number of size of community events, including, but not limited to, enhanced 4<sup>th</sup> of July event, City Birthday event, stand-alone Dia de los Muertos event, summer movies/concerts in the parks, and Mission City Baseball Opening Day event. (Ongoing: \$50,000)
- b. *Outreach and Marketing*. Additional funding is recommended to support additional outreach and community engagement efforts, including, but not limited to, kiosks at City Hall and Park facilities to allow customers to access BCRC and permit services, additional post card mailings, and San Fernando branded items to provide at community events. (Ongoing: \$6,500; One-time: \$2,000)

#### Building a Better San Fernando (Beautification and Quality of Life Improvements)

- c. *Beautification - Graffiti*. Additional funding is recommended to covert two (2) vacant part-time Graffiti Maintenance Helpers to one (1) full-time Graffiti Maintenance Worker to increase the City's ability to address graffiti. (Ongoing: \$40,000)
- d. *Beautification - Trees*. Additional funding is recommended to covert two (2) vacant part-time Maintenance Helpers to one (1) full-time Maintenance Worker to work alongside the City's Tree Care Specialist to implement the City's adopted Urban Forest Management Plan. (Ongoing: \$40,000)
- e. *Beautification - Signage*. Additional funding is recommended to purchase and install new street signs along the City's major commercial corridors and begin replacement of residential parking signs to enhance the ability to provide parking enforcement. (One-time: \$37,500)
- f. *Quality of Life – Facility Improvement*. Additional funding is recommended to purchase an ice machine at Recreation Park to provide enhanced services at the Recreation Park for events and programs. This will also enhance the ability to rent space at the facility. (One-time: \$2,500)

#### Public Safety

- g. *Leverage Technology*. Additional funding is recommended to increase SFPD Officer's ability to quickly and efficiently generate traffic and parking tickets to address one of the challenges

## Nick Kimball, CITY MANAGER

### Proposed Fiscal Year 2024-2025 Budget Message

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identified by City Council during the Strategic Goals Study Session. (Ongoing: \$34,000; One-time: \$7,320)

- h. *Succession Opportunities.* Additional funding is recommended to create a Police Corporal Program that will serve as a development opportunity for Officers to learn the skills necessary to be an effective Supervisor/Sergeant. (Ongoing: \$40,000)
- i. *Operating Costs.* Additional funding is recommended for continuing recruitment related expenses to fill remaining Officer vacancies, as well as additional ammunition and less lethal supply costs to ensure that Officers are able to adequately train and maintain their perishable skills at a high level. (One-time: \$25,000)

#### Economic Development

- j. *Long-term Planning and Succession Opportunities.* Additional funding is recommended to add a new position, Deputy Director of Community Development/Planning, to process development projects in a timely manner, manage large scale community planning efforts, including, but not limited to, General Plan, Specific Plan, Environment Justice, Zoning Code, and Housing Element updates. This position will also provide a management position in Community Development Department and support enhanced day-to-day oversight of the Planning, Community Preservation, and Building Divisions. (One-time: \$211,400)
- k. *Building Safety Services.* Additional funding is recommended for contract Building Official services to facilitate commercial and residential development and ensure new construction is complying with the City's building and safety codes. (One-time: \$100,000)

#### Stewardship and Staff Development

- l. *Financial Stewardship.* Additional funding is recommended to protect the City's network and financial data and replace the end-of-life Financial/Human Resources Management System. (Ongoing: \$65,000; One-time: \$125,000)
- m. *Legal Stewardship.* Additional funding is recommended for legal compliance to mitigate the risk of legal challenges and promote citizen engagement. This includes funding to update the City's Document and Records Retention Schedule and the 2024 General Municipal Election (One-time: \$68,500)
- n. *Staff Development.* Additional funding is recommended to provide tuition reimbursement per adopted MOUs, increase professional development opportunities for staff, and provide additional training for SFPD officers. (Ongoing: \$14,000; One-time: \$56,500)

**Nick Kimball, CITY MANAGER**  
**Proposed Fiscal Year 2024-2025 Budget Message**

*Measure A and Measure SF*

In June 2013, San Fernando voters approved a 0.50% local transaction use tax (Measure A) for a period of seven years. In November 2018, voters approved to extend the tax indefinitely, which will provide financial stability to the City in the foreseeable future. In November 2020, San Fernando voters approved an additional 0.25% local transaction use tax (Measure SF), for a total local transaction use tax of 0.75%. This effort was critical to keep sales tax local and avoid other taxing entities from passing a transaction tax that would otherwise be imposed on San Fernando customers, but spent regionally rather than locally.

Funds raised through these transaction taxes (cumulatively 0.75%) are imperative to the City's long-term financial stability and will continue be used to pay off existing debt, strengthen rainy day fund reserves, enhance services to the community and provide the financial resources necessary to implement the City's *Strategic Goals 2022-2026*.

For FY 2024-2025, Measure A/SF funds are proposed to be used for the following:

<b>Repayment of Debt</b>		<b>Ongoing Enhancements/Investments</b>	
Repay Retirement Fund	176,333	New Position: Deputy CD Director/Planning Manager	211,400
	<b>176,333</b>	Post Card Mailing Residential Properties - Citywide	3,500
<b>Establish Reserves</b>		IT Managed Services Provider (MSP) Replacement	25,000
General Fund Reserve	401,529	Financial System Replacement (Annual Subscription)	40,000
Self Insurance Fund Reserve	35,105	HR Staff Professional Education & Conferences	5,000
Facility Maintenance Fund Reserve	98,667	Reclass Personnel Office Clerk to PT Admin Asst.	5,000
Equipment Replace Fund Reserve	100,000	4x Handheld Ticket Writer	30,000
Pre-fund OPEB	500,000	Position Reclass: Police Corporal Program (5)	40,000
Appropriated Reserve (for unexpected costs)	75,000	E-Subpoena (year 1)	4,000
	<b>1,210,301</b>	Citywide Special Events	50,000
<b>One-Time Enhancements</b>		CPRS Membership & Conference (2-RCS Staff Members)	3,000
Marketing Materials (e.g. Banner, Podium & PA System, etc.)	2,000	BCRC Operations and Programs Supplies	3,000
Update Records Retention & Management Schedule	8,500	Las Palmas Staff Professional Development	1,000
Elections Expenses - LA County	60,000	Position Reclass: 2-PT Maint. Workers to 1-FT (Graffiti)	40,000
Contract Services: Deputy Building Official/Inspector	100,000	Position Reclass: 2-PT Maint. Workers to 1-FT (Trees)	40,000
Financial System Replacement (Implementation)	100,000		<b>500,900</b>
Citywide PC Replacement Program (Year 2)	25,000		
Tuition Reimbursement	4,500	<b>Prior-Year Approved Ongoing Enhancements</b>	<b>2,803,146</b>
E-Subpoena (year 1)	7,320		
Background Investigations (10)	15,000	<b>Total Measure A/SF Uses</b>	<b>5,115,000</b>
POST Training for New Officers	20,000		
Ammunition Cost Increase	10,000		
Tuition Reimbursement	32,000		
Ice machine for Recreation Park	2,500		
Citywide Signage Updates (e.g. Parking, Sweeping, etc.)	37,500		
	<b>424,320</b>		

**Capital Improvements**

The FY 2024-2025 budget includes funding for a number of critical capital improvements to address the backlog of deferred maintenance, particularly street resurfacing, sidewalk repair, sewer system improvements and water system improvements. Funding for capital improvements is provided primarily through Special Revenue, Grant, Capital Funds, and Enterprise Funds.

**Nick Kimball, CITY MANAGER**  
**Proposed Fiscal Year 2024-2025 Budget Message**

<b>Category</b>	<b>Carryover from Prior Years</b>	<b>FY2024/2025 Proposed</b>	<b>Total Appropriation</b>	<b>Funding Sources</b>
<b>Street &amp; Sidewalk Improvements</b>	\$11,165,393	\$1,618,734	\$12,784,127	ARPA, Capital Outlay Fund, Measure M, Measure R, Parking & Maintenance Operations Fund, Pavement Management Fund, Prop C, SB1, State Gas Tax, STP-L, TDA and Grant Funds
<b>Transportation &amp; Safety Improvements</b>	15,783,890	-	15,783,890	Prop C, CMAQ, Measure R, Measure M, State Allocation, Street Lighting Fund, HSIP and Grant Funds
<b>Water System Improvements</b>	7,702,901	200,000	7,902,901	State Budget Allocation, DWR Grant, Water Fund
<b>Sewer Improvements</b>	-	1,495,000	1,495,000	Sewer Fund
	<b>\$34,652,184</b>	<b>\$3,313,734</b>	<b>\$37,965,918</b>	

Capital Improvement Projects are further the outlined in Section VI – Capital Improvement Program and will be presented and discussed in more detail during the Budget Study sessions.

*Conclusion*

The emphasis of the FY 2024-2025 City Manager’s Proposed Budget is to *Return to the Essentials: Prioritizing Core Values and Enhancing Quality* and provide the resources to transition the organization from a reactive to a proactive mindset, address the primary community challenges identified by City Council during the Strategic Goals Study Session in February 2024, and achieve the objectives set out through the *Strategic Goals 2022-2026*.

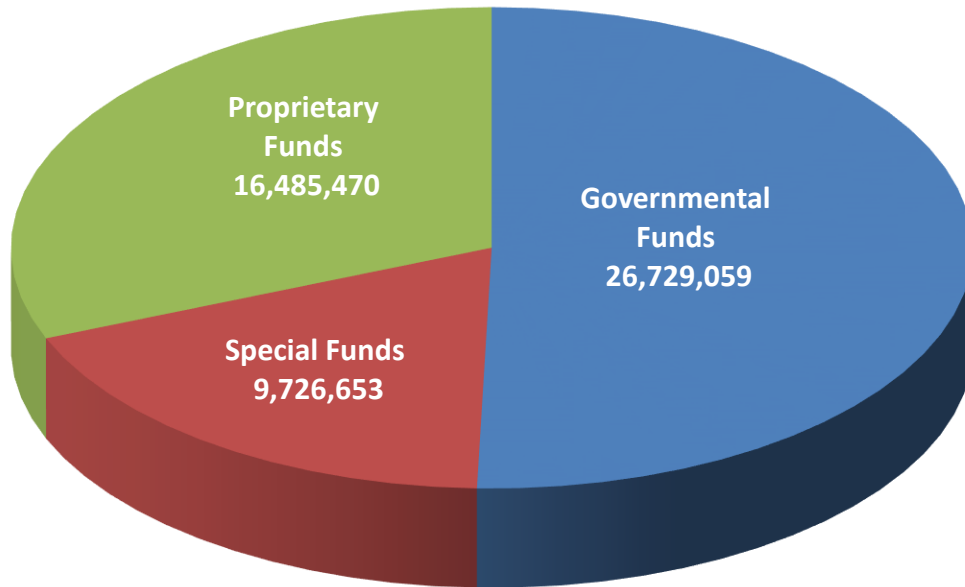
*Acknowledgments*

I would like to acknowledge the guidance of the City Council, the dedication of Finance Department staff, the City’s management team, and City staff that ensure the community receives the highest level of service each and every day. I would also like to provide special acknowledgement to Director of Finance Erica Melton who has worked tirelessly to put together this Proposed Budget. Without her dedication and ability to effectively communicate with internal and external stakeholders, this Proposed Budget would not have been possible.



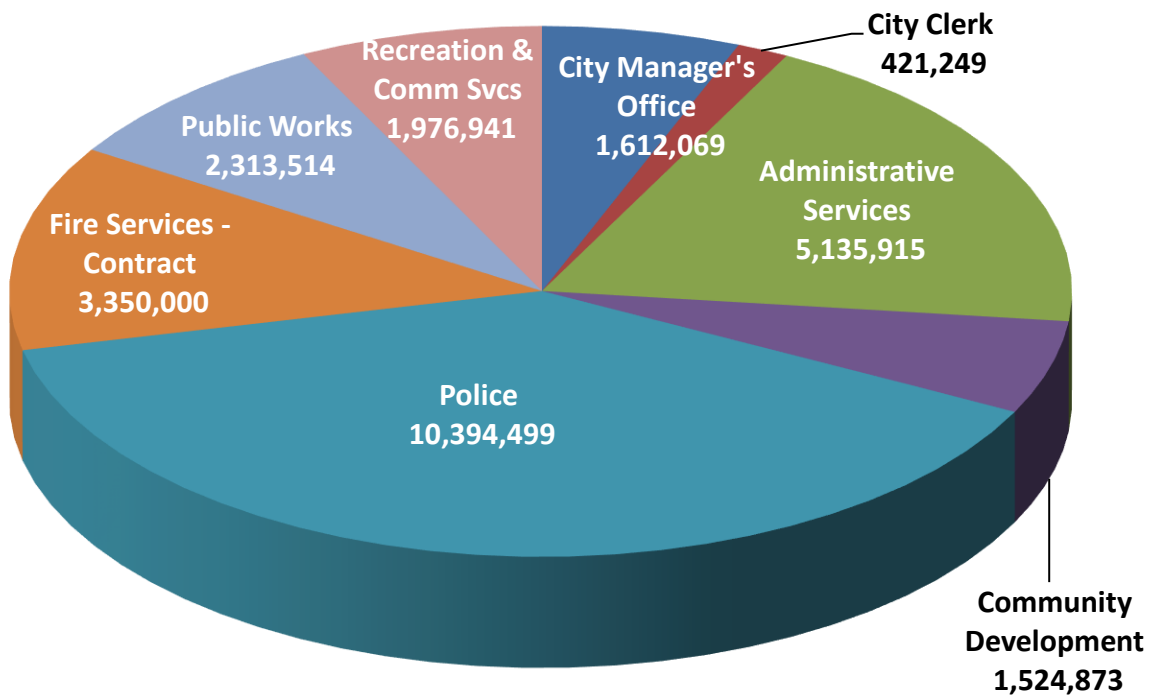
# THE CITY OF SAN FERNANDO

## CITYWIDE EXPENDITURES



**Total Budget:**  
**\$52,941,182**

## GENERAL FUND EXPENDITURES



**Total Budget:**  
**\$26,729,059**

**CITY OF SAN FERNANDO  
SUMMARY OF ENHANCEMENT REQUESTS  
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ AMOUNT	ONGOING	ONE-TIME	CITY MANAGER RECOMMENDED	
					NOT RECOMMENDED	NOTES
<b>GENERAL FUND</b>						
City Manager's Office	BCRC Self-Help Kiosk	1,000	-	-	1,000	Included in Marketing Supplies Enhancement
City Manager's Office	Marketing Materials (e.g. Pop-up banner, Portable Podium & PA System, Branded Giveaways, Table Cloths, etc.)	1,000	-	2,000	(1,000)	Includes Kiosk - community engagement framework
City Manager's Office	New Work Stations in CMO	3,500	-	-	3,500	Future Year Consideration
City Manager's Office	Upgrade Technology in Community Room and Conference Rooms A and C	3,000	-	-	3,000	Utilize existing budget (e.g. departmental supplies, etc.)
City Manager's Office	New Position: Administrative Assistant for Economic Development/BCRC	100,000	-	-	100,000	Future Year Consideration
City Clerk	Update the 2001 Records Retention and Management Schedule	8,500	-	8,500	-	For legal compliance purposes
City Clerk	Annual Ongoing Subscription to Maintain Updated Records Retention and Management Schedule	450	-	-	450	Not needed for FY2024/25; to be included in FY 2025/26 Budget
City Clerk	Elections Expenses - LA County	60,000	-	60,000	-	Regular consolidated election
Community Development	New Position: Deputy CD Director/Planning Manager	211,400	211,400	-	-	To assist with department succession planning
Community Development	Contract Services: Deputy Building Official/Inspector	116,304	-	100,000	16,304	Includes Supplemental Community Development Services (e.g. building, planning, etc.)
Community Development	Contract Services: Mixed Use Overlay & Objective Design Standards	150,000	-	-	150,000	Extension being requested due to SCAG and REAP Grant Funds On-hold
Community Development	Contract Services: ADU Ord Update/Prototypes/Program	80,000	-	-	80,000	Includes Supplemental Community Development Services Enhancement
Community Development	Contract Services: Residential Landscape Ordinance	45,000	-	-	45,000	Includes Supplemental Community Development Services Enhancement
Community Development	Post Card Mailing Residential Properties- Citywide	3,463	3,500	-	(37)	To support beautification program/community engagement framework
Community Development	Special Assignment Pay for Lead Community Preservation Officer (5%)	4,000	-	-	4,000	To be reviewed through SFPD negotiations
Community Development	New Vehicle - Hybrid Corolla	25,935	-	-	25,935	To be reviewed as part of Fleet Analysis
Administrative Services	IT Managed Services Provider (MSP) Replacement	25,000	25,000	-	-	Replacement required due to system retirement
Administrative Services	Financial System Replacement (Implementation)	150,000	-	100,000	50,000	Replacement required due to system retirement

**CITY OF SAN FERNANDO  
SUMMARY OF ENHANCEMENT REQUESTS  
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	AMOUNT	DEPT REQ		CITY MANAGER RECOMMENDED	
			ONGOING	ONE-TIME	NOT RECOMMENDED	NOTES
Administrative Services	Financial System Replacement <i>(Annual Subscription)</i>	90,000	40,000	-	50,000	Replacement required due to system retirement
Administrative Services	Citywide PC Replacement Program (Year 2)	35,000	-	25,000	10,000	To complete Citywide hardware replacement for technology updates
Administrative Services	City Applicant Tracking Software (NEO-GOV)	12,100	-	-	12,100	Continue advertising jobs through current NEO-GOV subscription & create fillable application in new website
Administrative Services	HR Professional Development <i>(e.g. HR Staff Certification, Citywide Harassment Training, Citywide CPR Training, etc.)</i>	9,250	-	-	9,250	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	Tuition Reimbursement	4,500	-	4,500	-	Staffing development pending proper form submittal
Administrative Services	Professional Development - IT Certification	3,750	-	-	3,750	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	HR Staff to attend continuing professional education and conferences	7,500	5,000	-	2,500	Staffing development pending proper form submittal
Administrative Services	Additional cost for pre-employment medicals and DOJ	2,000	-	-	2,000	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	Finance Manager Position Reclassification	15,000	-	-	15,000	Future Year Consideration. Continue succession planning discussion.
Administrative Services	Reclass Personnel Office Clerk to PT Admin Asst.	5,000	5,000	-	-	To assist with department succession planning
Administrative Services	Additional office supplies	1,200	-	-	1,200	Utilize existing budget <i>(e.g. departmental supplies, advertising, etc.)</i>
Administrative Services	M365 Commercial to Government Migration - Licensing	120,968	-	-	120,968	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	M365 Commercial to Government Migration - Professional Services	56,080	-	-	56,080	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	M365 Commercial to Government Migration - Backups	3,923	-	-	3,923	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	Position Reclassification: Personnel Tech to Human Resources Tech II	4,642	-	-	4,642	Approve Position Title Change Only
Administrative Services	Position Reclassification: Personnel Assistant to Human Resources Assistant	6,714	-	-	6,714	Approve Position Title Change Only
Administrative Services	New Position: Management Analyst for Risk Management	149,000	-	-	149,000	Future Year Consideration. Continue succession planning discussion.
Administrative Services	Desktop scanners and printer for staff	1,000	-	-	1,000	Utilize existing budget <i>(e.g. departmental supplies)</i>



**CITY OF SAN FERNANDO  
SUMMARY OF ENHANCEMENT REQUESTS  
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ AMOUNT	ONGOING	ONE-TIME	CITY MANAGER RECOMMENDED	
					NOT RECOMMENDED	NOTES
Police Department	New Position: Police Records Specialist	120,000	-	-	120,000	Future Year Consideration. Consider leveraging technology solutions initially.
Police Department	4x Handheld Ticket Writer	30,000	30,000	-	-	Leveraging technology to increase efficiency and may generate additional revenue
Police Department	Position Reclassification: Police Corporal Program (5)	40,000	40,000	-	-	To assist with department succession planning
Police Department	Electric Traffic Enforcement Vehicle & Outfitting	100,000	-	-	100,000	To be reviewed as part of Fleet Analysis
Police Department	E-Subpoena (year 1)	11,320	4,000	7,320	-	Leverage technology to increase efficiency
Police Department	Background Investigations (10)	15,000	-	15,000	-	One-time for increased recruitment efforts (e.g. investigations, polygraph, psych, uniforms)
Police Department	Polygraphs (10)	2,500	-	-	2,500	See increased background appropriation
Police Department	Psychological Evaluations (10)	4,500	-	-	4,500	See increased background appropriation
Police Department	Uniforms of New Officers	7,000	-	-	7,000	See increased background appropriation
Police Department	POST Training for New Officers	20,000	-	20,000	-	One-time for increased recruitment efforts
Police Department	POST ICI Training for New Detectives	2,800	-	-	2,800	See increased training appropriation
Police Department	Ammunition Cost Increase	15,000	-	10,000	5,000	Includes all ammunition and supplies
Police Department	40mm Less Lethal Launcher (2)	4,000	-	-	4,000	See ammunition/supplies enhancement
Police Department	Promotional Materials	2,000	-	-	2,000	Utilize existing budget (e.g. departmental supplies)
Police Department	Office Furniture/Cubicle Replacement	60,000	-	-	60,000	Review Facility Assessment for Citywide priority ranking and future consideration
Police Department	Facility Upgrade/Paint Refresh	30,000	-	-	30,000	Review Facility Assessment for Citywide priority ranking and future consideration
Police Department	Scheduling Software	5,600	-	-	5,600	Pending Financial System implementation
Police Department	Tuition Reimbursement	32,000	-	32,000	-	Staffing development pending proper form submittal

**CITY OF SAN FERNANDO  
SUMMARY OF ENHANCEMENT REQUESTS  
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	AMOUNT	DEPT REQ		CITY MANAGER RECOMMENDED	
			ONGOING	ONE-TIME	NOT RECOMMENDED	NOTES
Police Department	Overtime	57,000	-	-	57,000	Future consideration after full-staffing is achieved
Recreation & Comm. Svcs.	Position Reclassification: 1-PT Clerk to 1-FT Clerk @ Rec Park	60,000	-	-	60,000	Use existing staff resources (e.g. Management Intern, etc.)
Recreation & Comm. Svcs.	New Position: Create Afterschool Teen Program @ Rec Park (1 - Recreation Leader II and 2- Recreation Leaders I)	54,750	-	-	54,750	Discuss with City Council during Budget Study Sessions
Recreation & Comm. Svcs.	Create new Afterschool Teen Program at Recreation Park (materials and supplies)	8,000	-	-	8,000	Discuss with City Council during Budget Study Sessions
Recreation & Comm. Svcs.	Fully fund All Citywide Special Events	86,320	50,000	-	36,320	Overall event costs currently \$169,782. Review for base costs with fundraising to assist covering additional needs.
Recreation & Comm. Svcs.	Addition of a Workstation at Las Palmas for Part-time use	1,500	-	-	1,500	Repurpose existing resources and review need through PC Replacement Program
Recreation & Comm. Svcs.	CPRS Membership & Conference (2-RCS Staff Members)	3,210	3,000	-	210	To support professional development
Recreation & Comm. Svcs.	BCRC operations and programs supplies	12,500	3,000	-	9,500	Recommended in Economic Development Division - Social Services Project Code (BCRC)
Recreation & Comm. Svcs.	Ice machine for Recreation Park	2,500	-	2,500	-	For Community purposes for events and programs use as well as in interim pending HVAC upgrade
Recreation & Comm. Svcs.	Las Palmas Staff Professional Development (e.g. senior forums and wilderness trainings)	1,430	1,000	-	430	Staffing development pending proper form submittal
Recreation & Comm. Svcs.	Contract services for senior fest, family hikes, transportation - Ongoing	4,200	-	-	4,200	Activities should be grant/fee supported; Review Prop A allocation for transportation
Recreation & Comm. Svcs.	Cover event supply expenses that were supported by the event support acct	2,500	-	-	2,500	Consider as part of overall event funding
Recreation & Comm. Svcs.	Las Palmas and Resource Center Staff Adobe Acrobat Subscription	864	-	-	864	Utilize existing budget (e.g. IT, subscriptions)
Public Works	Citywide Signage Updates (e.g. Parking, Sweeping, Speed Limits, etc.)	50,000	-	37,500	12,500	Commercial Corridor Street Signs with 6 month timeline; additional funding recommended using Traffic Safety Fund
Public Works	Position Reclassification: Convert 2-PT Maintenance Workers to 1-FT (Graffiti)	40,000	40,000	-	-	To place emphasis on Graffiti maintenance efforts and will assist with position recruitment and retention
Public Works	Position Reclassification: Convert 2-PT Maintenance Workers to 1-FT (Trees)	40,000	40,000	-	-	To place emphasis on Tree maintenance efforts and will assist with position recruitment and retention
Public Works	Pothole Patching Trailer/Vehicle	145,000	-	-	145,000	Focus on continuing residential paving program. Reconsider after pavement management plan update.
Public Works	Grapppler Truck (for bulky item pick up)	145,000	-	-	145,000	To be reviewed as part of Fleet Analysis

**CITY OF SAN FERNANDO  
SUMMARY OF ENHANCEMENT REQUESTS  
FISCAL YEAR 2024-2025**

		DEPT REQ	CITY MANAGER RECOMMENDED			
DEPT	DESCRIPTION	AMOUNT	ONGOING	ONE-TIME	NOT RECOMMENDED	NOTES
Public Works	Backhoe Loader	210,000	-	-	210,000	To be reviewed as part of Fleet Analysis
Public Works	Stump Grinder Heavy Duty	27,000	-	-	27,000	To be reviewed as part of Fleet Analysis
<b>GENERAL FUND ENHANCEMENT TOTAL:</b>		<b>\$ 2,969,673</b>	<b>500,900</b>	<b>424,320</b>	<b>2,044,453</b>	
<b>SPECIAL FUNDS <sup>1</sup></b>						
Public Works	Citywide Signage Updates (e.g. Parking, Sweeping, Speed Limits, etc.)	50,000	-	12,500	37,500	Fund 013 - Traffic Safety Fund
Community Development	Homeless Outreach Initiatives	54,837		54,837	-	Fund 028 -Measure H (Annual County Allocation)
Police Department	Narcotics Incinerator/Drug Disposal Program	11,937	-	11,937	-	Fund 110 - Operating Grants (Opioid Settlement Funding)
<b>SPECIAL FUND ENHANCEMENT TOTAL:</b>		<b>\$ 116,774</b>	<b>-</b>	<b>79,274</b>	<b>37,500</b>	
<b>PROPRIETARY FUNDS <sup>1</sup></b>						
Recreation & Comm. Svcs.	Rec Park Gym Floor Recoating (biannual maintenance)	3,300	-	3,300	-	Fund 043 - Facility Management Fund
Public Works	New Position: Water System Operator	115,000	115,000	-	-	Fund 070 - Water Fund
Public Works	Purchase 10 Sewer Manholes and Rings	8,500	-	8,500	-	Fund 072 - Sewer Fund
<b>PROPRIETARY FUNDS ENHANCEMENT TOTAL:</b>		<b>\$ 123,500</b>	<b>115,000</b>	<b>8,500</b>	<b>-</b>	
			<b>OPERATING BUDGET</b>		<b>PROPOSED BUDGET</b>	
	<b>FUND</b>	<b>FUND TITLE</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>RECOMMENDED ENHANCEMENTS</b>	<b>REVISED SURPLUS/DEFICIT</b>
	001	General Fund	28,055,808	26,729,059	925,220	\$401,529
	013	Traffic Safety Fund <sup>2</sup>	17,103	-	12,500	\$4,603
	028	Measure H Fund	54,837	-	54,837	\$0
	110	Operating Grants <sup>3</sup>	11,937	-	11,937	\$0
	041	Facility Maintenance Fund	1,756,667	1,721,507	3,300	\$31,860
	070	Water Fund	5,785,000	5,417,078	115,000	\$252,922
	072	Sewer Fund <sup>2</sup>	7,134,401	5,417,078	8,500	\$1,708,823

<sup>1</sup> Does not include Capital Improvement Program Requests, which are contained in Section VI

<sup>2</sup> Revenues include Fund Balance

<sup>3</sup> Includes Fund Balance specific to Opioid Settlement Project Code



# FISCAL YEAR 2024-2025 BUDGET CALENDAR

TIME FRAME	TASK	DEPARTMENT(S)
January - April 2024	Review and calculate revenue projections for General Fund, Special Revenue Funds, Enterprise Funds and Capital Projects Funds.	Finance
February 2024	Review/Update salary projections.	Personnel, Finance
February 13, 2024	Special Study session to review Citywide Strategic Goals and Set City Council Priorities for FY 2024-2025	Administration
March 18, 2024	City Council update and presentation: <ul style="list-style-type: none"> <li>• FY 2022-2023 Audited Financial Statements</li> <li>• FY 2023-2024 Mid-year Budget</li> <li>• FY 2024-2025 Budget Kickoff</li> </ul>	Administration, Finance
March – May 2024	Public Engagement: <ul style="list-style-type: none"> <li>• 2024-2025 Citywide Priorities Survey</li> <li>• Local Transaction Tax Town Hall Meeting</li> <li>• Commission Meeting Presentations</li> </ul>	Administration, Finance
March 12, 2024	City Manager meets with Department Heads to discuss the budget schedule and provide direction regarding budget guidelines.	All Departments
March 12 – April 5, 2024	Departments review and complete budget forms.	All Departments
April 8 - 12, 2024	Preliminary review of department budget forms, including review of enhancement and Capital requests.	Administration, Finance
April 15 - 18, 2024	City Manager/Finance Director meetings with Department Heads to discuss budget requests.	All Departments
April 22 – 24, 2024	Finalize City Manager’s recommendations.	Administration, Finance
April/May 2024	Prepare Proposed Budget document.	Administration, Finance
May 6, 2024	Provide Proposed Budget to City Council and post to the City’s website.	Administration, Finance
May 8, 2024	2024-2025 Proposed Budget Virtual Town Hall Meeting.	Administration, Finance
May 13, 2024 May 20, 2024 May 28, 2024 June 3, 2024 (if necessary)	Budget Study Sessions.	All Departments
May/June 2024	Update Proposed Budget based on City Council direction.	Administration, Finance
June 4, 2024	Publish Notice of Public Hearing for budget adoptions.	City Clerk
June 17, 2024	Budget hearing and adoption, including adopting of Gann Limit.	Administration, Finance
July 1, 2024	Post adopted budget to the City’s Finance system.	Finance
July/August 2024	Produce Adopted Budget Book, distribute to City Council, post to the City’s website, and submit for GFOA Award.	Finance

CITY OF SAN FERNANDO

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# FY 2022-2026 Strategic Goals

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March 2023





# Historic & Visionary

Strategic Goals serve as a road map to establish policies and programs that provide a safe and clean environment, maximize the quality of life in San Fernando, and enhance City services. These goals are achievable through allocating City resources as well as leveraging collaboration with federal, state and county governments and local non-profit organizations to secure resources and funding opportunities.

The 2021-2026 City-wide Strategic Goals articulate goals and objectives that the City of San Fernando will work to achieve over a five-year period. The Strategic Goals provide context for budget development and revenue priorities to ensure the City Council, City Manager, Department Directors, City Commissions and all city employees are working to achieve the City's long-term vision, goals and objectives. The Strategic Goals are reviewed annually and will be amended by City Council as needed.

Adopted: April 19, 2021

Revised: January 17, 2023

# 2022 - 2026 Strategic Goals

*The strategic goals guiding the development of the fiscal year 2023-2024 budget are:*



**I. FOCUS ON COMMUNITY FIRST**



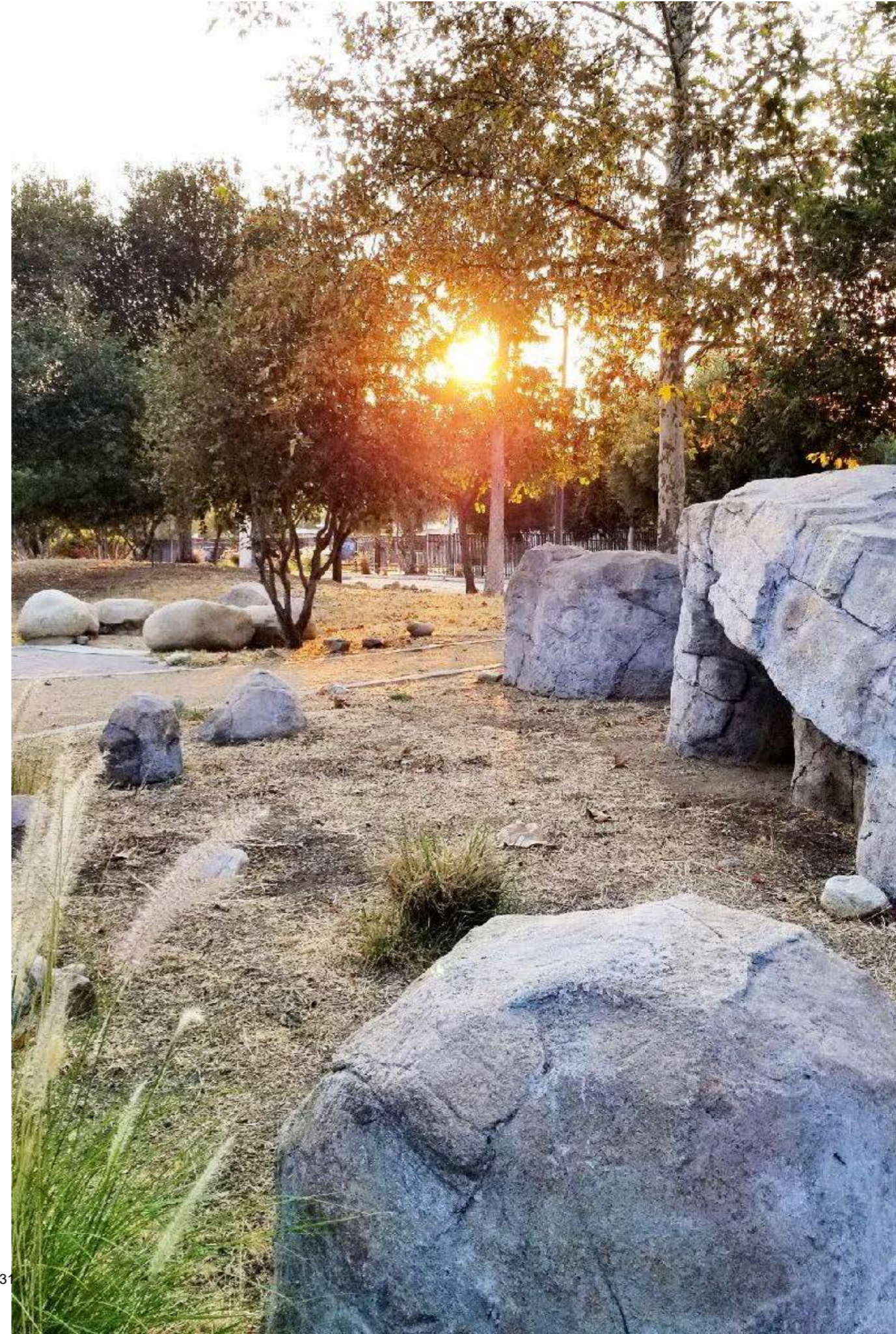
**II. CULTIVATING A STRONGER LOCAL ECONOMY**



**III. PRESERVE BEAUTIFUL HOMES AND NEIGHBORHOODS**



**IV. STRENGTHEN CLIMATE RESILIENCE AND ENVIRONMENTAL JUSTICE**



# 2022 - 2026 Strategic Goals (continued)



V. ENHANCE PUBLIC  
TRANSPORTATION TO MOVE SAN  
FERNANDO



VI. BUILD RESILIENT AND RELIABLE  
INFRASTRUCTURE



VII. FORGE FINANCIAL STRENGTH AND  
STABILITY



VIII. EMERGENCY PREPAREDNESS:  
SUPPORTING THE COMMUNITY





# I. FOCUS ON COMMUNITY FIRST

**Goal:** The City of San Fernando is committed to providing a high standard of service, safety, and quality of life for San Fernando taxpayers. The City works to increase opportunities and support for residents to secure their basic needs and connect residents to support services. These outcomes can be achieved by enhancing public safety, increasing access to City services and programs, and keeping the community informed through outreach and transparency initiatives.

## Strategies:

1. Provide opportunities for community engagement to further develop strategic goals, ensure strategic goals are consistent with community needs, and create a public engagement policy and strategy to proactively seek community feedback on major City decisions.
2. Ensure San Fernando Police Department has adequate resources for personnel, equipment, training and community-based policing options.
3. Improve the City's use of technology to enhance customer service, work more efficiently and make it easier to conduct business with the City, improve transparency, and increase community access to broadband.
4. Explore opportunities to expand recreation and community service programs, senior programs, and healthy lifestyle initiatives.
5. Implement the Homeless Action Plan and related policies to support unsheltered and under housed individuals and families.
6. Expand collaboration with Public-Private Partnerships (PPP's) and local Community-Based Organizations (CBO's) to support San Fernando in achieving key strategic goals.

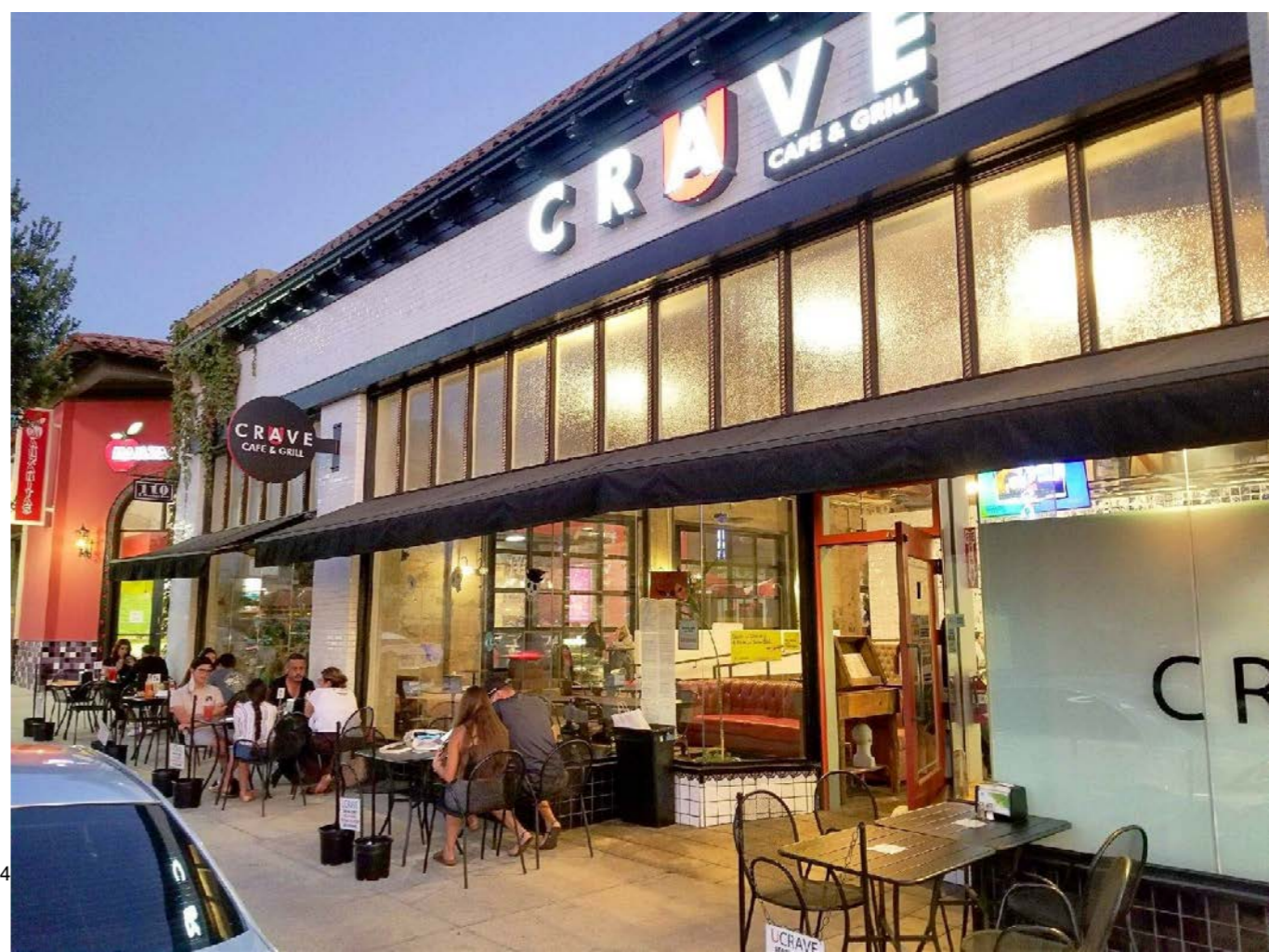


## II. CULTIVATING A STRONGER LOCAL ECONOMY

**Goal:** The City of San Fernando is committed to pursuing economic development opportunities to bolster the City’s revenue, enhance the health of the business climate, and highlight the City’s rich history, culture, music, arts, Native American, and Latin American roots. Enhancing the local economy provides the resources to fund top-notch City services, programs, and infrastructure.

### Strategies:

1. Provide technical and financial assistance programs for small business retention, expansion and recruitment. Establish programs that support a “One-Stop Business Center.”
2. Create a Downtown Master Plan to enhance the historic downtown business corridor through architectural design and signage standards, business development support and pedestrian focused improvements.
3. Attract and retain private investment in all of the City’s business corridors and support place-making efforts. Attract well-paying jobs to the City’s industrial and commercial corridors by focusing on growing industries including, but not limited to, climate resiliency research and development, clean energy, emerging technologies, cultural arts, culinary arts, and entertainment options.



### III. PRESERVE BEAUTIFUL HOMES AND NEIGHBORHOODS

**Goal:** The City of San Fernando is committed to facilitating common-sense housing policy to preserve the charm of San Fernando and provide natural, safe, neighborhood-centered spaces for residents to play and be active.

**Strategies:**

1. Promote home ownership and first time homeowner programs, particularly programs that provide home ownership opportunities for current San Fernando residents/renters.
2. Explore programs that provide technical assistance, architectural guidance, and financial support for the preservation and restoration of historic residential homes, and rehabilitation assistance for low- to moderate-income homeowners.
3. Support historic preservation programs, including Los Angeles Unified School District efforts to restore and rehabilitate the historic San Fernando Auditorium and Morningside Auditorium to be used as a public theatre.
4. Educate property owners on property maintenance standards to protect the charm and character of the City’s neighborhoods.
5. Invest in enhancing parks, park amenities, and accessibility at all of the City’s recreational parks, natural parks and open spaces.



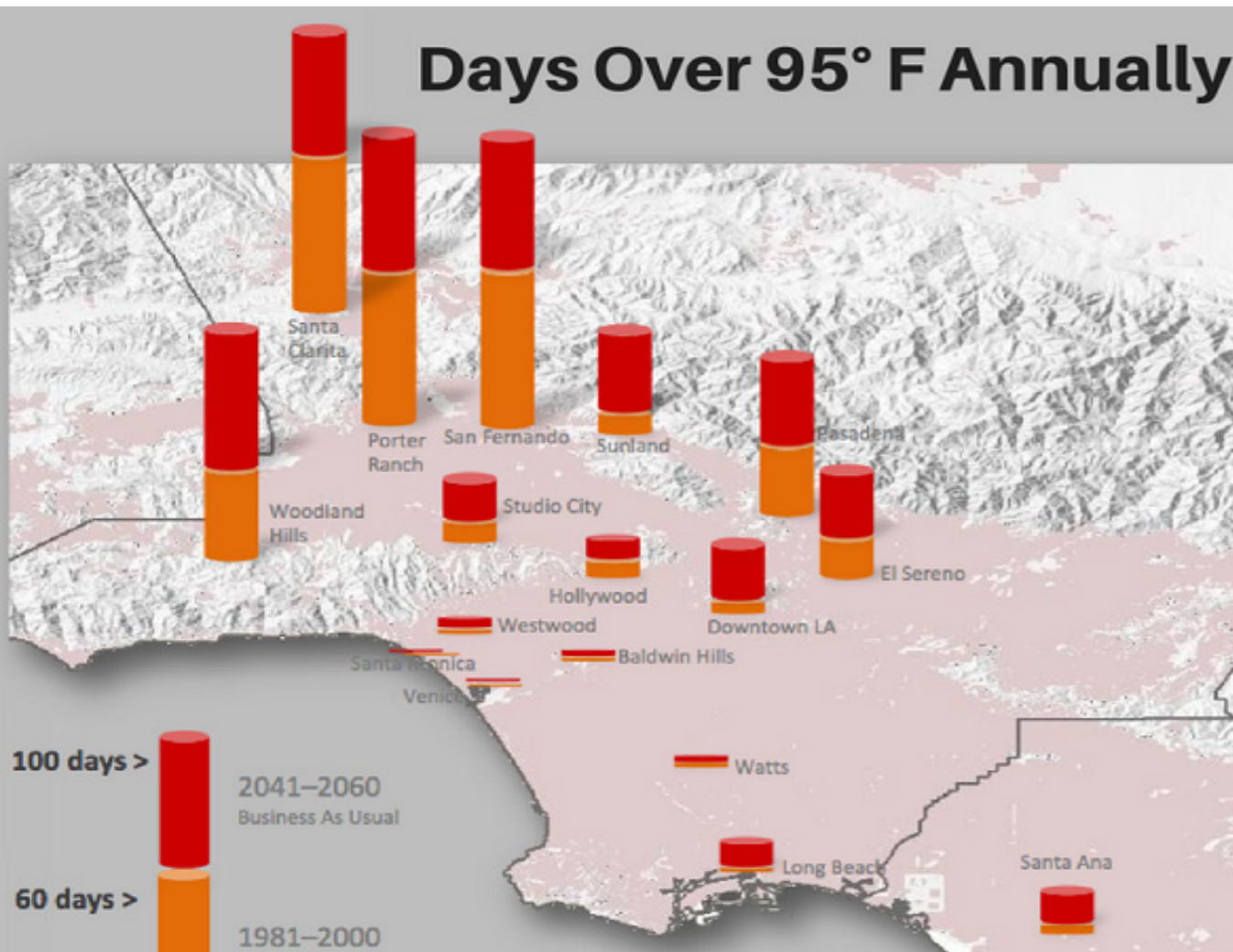


## IV. STRENGTHEN CLIMATE RESILIENCE AND ENVIRONMENTAL JUSTICE

**Goal:** The City of San Fernando is committed to protecting public health, natural resources, and local water independence by being a leader in promoting conservation, energy efficiency, sustainability, reducing climate-related risks, and increasing climate resilience and adaptation.

**Strategies:**

1. Strengthen the City’s urban forest by continuing to invest in tree planting and tree care efforts, which will improve air quality, expand native habitat and address extreme heat and heat island impacts.
2. Safeguard the City’s water quality and local water supply through conservation programs, landscape regulations, water capture, smart-technology and equipment upgrades and other programs to reduce water usage with the goal of maintaining 100% water independence.
3. Reduce the City’s carbon footprint through energy efficient facility improvements, aggressive waste and food reduction, recycling and reuse, and alternative energy vehicles and equipment.
4. Advocate for, and leverage, funding opportunities through federal, state, and regional agencies to connect residents and businesses to sustainability and conservation financial resources.



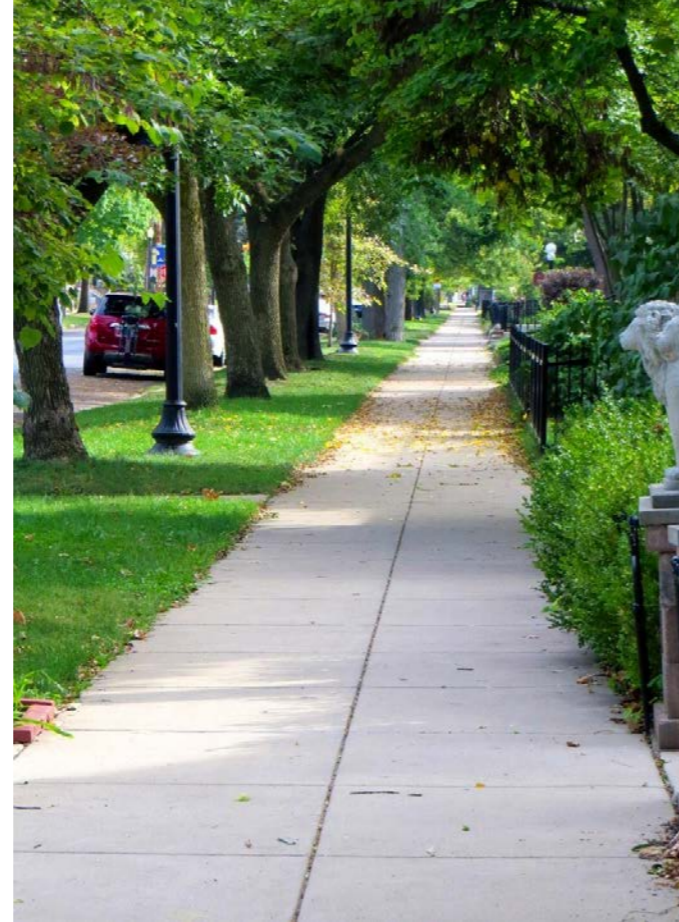
## V. ENHANCE PUBLIC TRANSPORTATION TO MOVE SAN FERNANDO

**Goal:** The City of San Fernando is committed to enhancing regional and local public transportation options that benefit residents, employees, visitors, and customers of San Fernando businesses and cultural institutions.

### Strategies:

1. Enhance public transit by providing affordable access to the Mission City Transit system (i.e. Trolley) and improve Trolley stops by making them more user friendly, attractive, clean and architecturally consistent.
2. Improve the City's pedestrian and bike trail network, services, and accessibility, including increased maintenance of the Mission City Bike Trail and completion of the Pacoima Wash Bike Path.
3. Support and prioritize deployment of electric and alternative fuel vehicles through the promotion of electric charging stations and other clean fuel options.
4. Ensure the East San Fernando Valley Regional Light Rail and Metrolink projects servicing San Fernando complement and enhance existing public transportation options without causing undue hardship to traffic, pedestrian and parking systems.
5. Pursue funding to construct projects identified in Metro's First/Last Mile Plan, the City's Safe and Active Streets Plan, and other planning efforts that support access to public transportation and pedestrian-focused improvements.





## VI. BUILD RELIABLE AND RESILIENT INFRASTRUCTURE

**Goal:** The City of San Fernando is committed to increasing capital expenditures to address critical infrastructure needs, including, but not limited to, addressing deferred maintenance of City buildings, streets, water and sewer systems, and sidewalks.

**Strategies:**

1. Invest in water and sewer infrastructure through risk, resiliency and redundancy improvements, infiltration projects, treatment systems, and storage enhancements.
2. Maximize annual street paving and sidewalk repair by leveraging multiple sources of federal, state, county and private funding.
3. Beautify the Civic Center through investment in public buildings, landscaping and infrastructure, including modernizing the City's Police Station and City Hall.

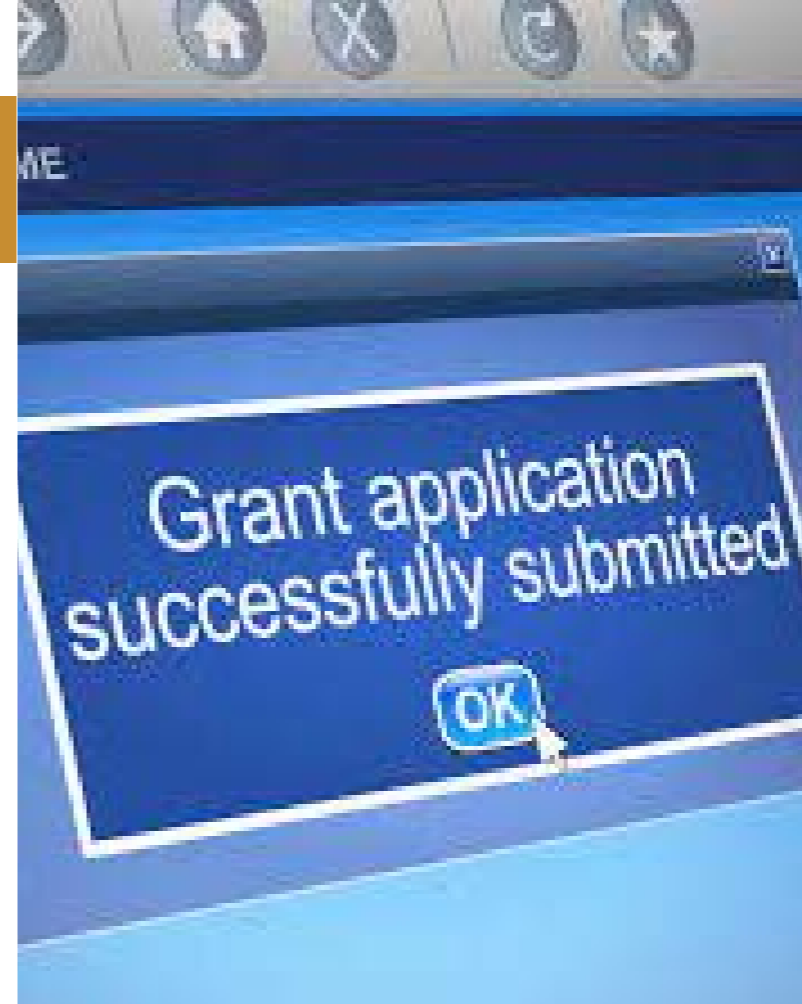


## VII. FORGE FINANCIAL STRENGTH AND STABILITY

**Goal:** The City of San Fernando is committed to managing taxpayer funds responsibly, growing the City's revenue streams and protecting minimum reserve balances in accordance with adopted Comprehensive Financial Policies.

### Strategies:

1. Ensure transparency and engagement opportunities for stakeholders to provide input on management of City resources, including special tax measures and budget priorities.
2. Review and update the City's Comprehensive Financial Policies biannually.
3. Implement strategies to reduce long-term pension and other post-employment benefits (i.e. retiree health) liabilities.
4. Focus on grant funding to raise significant resources to implement strategic goals and priority projects.
5. Continue to submit and receive the Government Financial Officers Association (GFOA) Awards for Excellence in Financial Reporting and Budget Preparation.

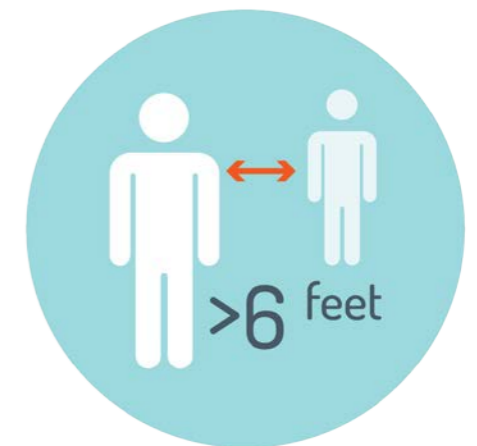


## VIII. EMERGENCY PREPAREDNESS: SUPPORTING THE COMMUNITY

**Goal:** The City of San Fernando is committed to preparing City staff and community members to be safe before, during, and after an emergency or natural disaster, including but not limited to, earthquakes, wildfires, wind events, extreme heat, floods, and pandemics. Effective emergency management requires adequate training and preparation before an emergency, decisive action and coordination during the response, leveraging resources during the recovery, and providing timely information and clear communication throughout.

### Strategies:

1. Continually review and update the Emergency Operations Plan, including providing Emergency Operations Center training to City staff and emergency response personnel to ensure effective inter-department and inter-agency coordination during an emergency response.
2. Foster relationships with regional agencies, local businesses, and community based organizations to improve the City's emergency response capacity through partnerships and mutual aid..
3. Increase capability to disseminate timely and relevant information to the community through effective communication channels and community partners.
  - a. Leverage community partnerships to maximize outreach during emergency response and recovery, including financial assistance and other resources available to residents and businesses.
  - b. Utilize emergency communication capability (ALERT San Fernando) appropriately to ensure important information is actively pushed out to the community.
- 4) Leverage federal, state, and regional resources through the Federal Emergency Management Agency (FEMA), California Office of Emergency Services (CalOES), mutual aid from Los Angeles County and surrounding cities to increase our capacity and ability to effectively prepare, respond, and recover from an emergency.







## CITY LEADERSHIP

### CITY COUNCIL

Mayor Celeste Rodriguez  
Vice Mayor Mary Mendoza  
Councilmember Cindy Montañez  
Councilmember Mary Solorio  
Councilmember Joel Fajardo

### CITY MANAGER AND DIRECTORS

City Manager Nick Kimball  
Deputy City Manager Kanika Kith  
City Clerk Julia Fritz  
Police Chief Fabian Valdez  
Director of Finance Erica Melton  
Director of Community  
Development Erika Ramirez  
Director of Recreation and  
Community Services Julian Venegas  
Director of Public Works (Vacant)





# **SECTION II. BUDGET OVERVIEW**

CITY OF SAN FERNANDO						CITY OF SAN FERNANDO							
FUND NO.	FUND NAME	Actual	Adjusted	Adjusted	Adjusted	Proposed Revenues FY 2024-2025	Transfers In	Total Resources	Proposed Operating Expenditures FY 2024-2025	Capital Expense	Transfers Out	Total Requirements	Estimated Ending Balance June 30, 2025
		Beginning Balance July 1, 2023	Revenues FY 2023-2024	Expenditures FY 2023-2024	Ending Balance June 30, 2024								
<b>General Fund:</b>													
001	General Fund	\$ 10,282,877	26,278,215	26,559,357	\$ 10,001,735	\$ 25,782,085	2,273,723	28,055,808	26,354,059	-	375,000	26,729,059	\$ 11,328,483
<b>Total General Fund:</b>		<b>\$ 10,282,877</b>	<b>26,278,215</b>	<b>26,559,357</b>	<b>\$ 10,001,735</b>	<b>\$ 25,782,085</b>	<b>\$ 2,273,723</b>	<b>28,055,808</b>	<b>26,354,059</b>	<b>-</b>	<b>375,000</b>	<b>26,729,059</b>	<b>\$ 11,328,483</b>
<b>Special Revenue Funds:</b>													
002	Supplemental Law Enforcement Services	\$ 209,295	150,000	150,000	\$ 209,295	\$ 150,000	-	150,000	50,000	-	150,000	200,000	\$ 159,295
007	Proposition "A" - Transit Development Fund	\$ 350,244	689,224	669,570	\$ 369,898	\$ 662,110	-	662,110	599,712	-	62,398	662,110	\$ 369,898
008	Proposition "C" - Transit Development Fund	\$ 272,112	563,814	696,842	\$ 139,084	\$ 547,959	-	547,959	224,540	350,000	18,774	593,314	\$ 93,729
009	Proposition "C" - Discretionary	\$ 21,305	-	-	\$ 21,305	\$ -	-	-	-	-	-	-	21,305
010	Grant Fund	\$ (8,501,763)	40,277,068	33,560,681	\$ (1,785,376)	\$ -	-	-	-	-	-	-	\$ (1,785,376)
011	State Gas Tax Fund	\$ -	674,693	674,693	\$ -	\$ 656,813	-	656,813	277,886	-	277,886	555,772	101,041
012	Measure R Fund	\$ 498,919	422,860	845,142	\$ 76,636	\$ 410,969	-	410,969	179,938	257,025	-	436,963	\$ 50,642
013	Traffic Safety Fund	\$ 12,603	2,500	-	\$ 15,103	\$ 2,000	-	2,000	-	-	-	-	\$ 17,103
014	Cash In-Lieu of Parking	\$ 497,484	-	-	\$ 497,484	\$ -	-	-	-	-	-	-	\$ 497,484
015	Local Transportation Fund (SB 325)	\$ (37,305)	37,305	-	\$ -	\$ 40,435	-	40,435	-	37,935	-	37,935	\$ 2,500
016	Air Quality Management District Fund	\$ 172,842	28,000	-	\$ 200,842	\$ 30,000	-	30,000	-	-	-	-	\$ 230,842
017	Recreation Self Sustaining Fund	\$ (30,673)	315,660	310,763	\$ (25,776)	\$ 252,800	-	252,800	226,602	-	-	226,602	\$ 422
018	Retirement Fund	\$ 10,370,215	4,980,123	5,388,197	\$ 9,962,141	\$ 5,245,000	201,201	5,446,201	4,841,866	-	489,580	5,331,446	\$ 10,076,896
019	Quimby Act Fees	\$ 33,844	-	-	\$ 33,844	\$ -	-	-	-	-	-	-	\$ 33,844
020	State Asset Seizure	\$ 308	-	-	\$ 308	\$ -	-	-	-	-	-	-	\$ 308
021	Federal Asset Seizure	\$ 174	-	-	\$ 174	\$ -	-	-	-	-	-	-	\$ 174
022	STPL	\$ 246,806	-	246,806	\$ 0	\$ -	-	-	-	-	-	-	\$ 0
023	Measure W Fund - SCW Program	\$ 464,124	283,000	689,859	\$ 57,266	\$ 275,000	-	275,000	-	170,000	12,401	182,401	\$ 149,865
024	Measure M Fund	\$ 388,535	450,000	709,777	\$ 128,758	\$ 465,765	-	465,765	-	450,000	-	450,000	\$ 144,523
025	Road Maintenance and Rehab (SB1)	\$ 203,331	584,584	872,429	\$ (84,514)	\$ 605,208	-	605,208	-	500,000	-	500,000	\$ 20,694
026	Community Development Block Grant	\$ -	86,503	86,503	\$ -	\$ -	-	-	-	-	-	-	\$ -
027	Street Lighting	\$ 469,156	325,000	345,388	\$ 448,768	\$ 325,000	-	325,000	199,155	-	31,269	230,424	\$ 543,344
028	Measure H	\$ -	25,576	25,576	\$ -	\$ 54,837	-	54,837	-	-	-	-	\$ 54,837
029	Parking Maintenance Operations	\$ 340,919	204,550	338,049	\$ 207,420	\$ 210,050	-	210,050	229,768	50,000	35,052	314,820	\$ 102,650
030	Mall Maintenance Operations	\$ (158,523)	53,000	-	\$ (105,523)	\$ 60,000	-	60,000	-	-	-	-	\$ (45,523)
032	Capital Outlay	\$ 1,483,638	-	1,427,290	\$ 56,348	\$ -	-	-	-	-	-	-	\$ 56,348
050	Pavement Fund	\$ 13,734	-	-	\$ 13,734	\$ -	-	-	-	-	-	-	\$ 13,734
053	Community Investment Fund	\$ 28,507	35,000	35,000	\$ 28,507	\$ 10,000	-	10,000	10,000	-	-	10,000	\$ 28,507
055	Comm. Development Surcharge Fund	\$ 166,049	50,000	38,102	\$ 177,947	\$ 72,000	-	72,000	38,500	-	1,852	40,352	\$ 209,595
094	Low Income Housing	\$ 3,416,646	700	108,865	\$ 3,308,481	\$ -	-	-	107,009	-	-	107,009	\$ 3,201,472
101	AB109 Task Force Fund	\$ 14,127	-	-	\$ 14,127	\$ -	-	-	-	-	-	-	\$ 14,127
108	California Arts Council	\$ 4,330	25,000	29,330	\$ -	\$ -	-	-	-	-	-	-	\$ -
109	National Endowment for the Arts	\$ 12,614	55,000	59,866	\$ 7,748	\$ -	-	-	-	-	-	-	\$ 7,748
110	Operating Grants	\$ (775,907)	3,520,970	2,970,498	\$ (225,435)	\$ -	-	-	-	-	-	-	\$ (225,435)
111	DUI Avoid Campaign	\$ 3,056	-	-	\$ 3,056	\$ -	-	-	-	-	-	-	\$ 3,056
119	Office of Comm. Oriented Policing	\$ (12,053)	12,053	-	\$ 0	\$ -	-	-	-	-	-	-	\$ 0
120	ABC Alcohol Beverage Control Grant	\$ -	-	-	\$ -	\$ -	-	-	-	-	-	-	\$ -
121	American Rescue Plan Act	\$ 4,311,740	-	4,311,740	\$ (0)	\$ -	-	-	-	-	-	-	\$ (0)
<b>Total Special Revenue Funds:</b>		<b>\$ 14,490,434</b>	<b>\$ 53,852,183</b>	<b>\$ 54,590,967</b>	<b>\$ 13,751,651</b>	<b>\$ 10,075,946</b>	<b>201,201</b>	<b>10,277,147</b>	<b>6,984,976</b>	<b>1,814,960</b>	<b>1,079,212</b>	<b>9,879,149</b>	<b>\$ 14,149,649</b>

CITY OF SAN FERNANDO					CITY OF SAN FERNANDO								
FUND NO.	FUND NAME	Actual	Adjusted	Adjusted	Adjusted	Proposed Revenues FY 2024-2025	Transfers In	Total Resources	Proposed	Capital Expense	Transfers Out	Total Requirements	Estimated
		Beginning Balance July 1, 2023	Revenues FY 2023-2024	Expenditures FY 2023-2024	Ending Balance June 30, 2024				Operating Expenditures FY 2024-2025				Ending Balance June 30, 2025
<b>Enterprise and Internal Service Funds:</b>													
006	Self Insurance	\$ 410,334	3,842,837	4,010,000	\$ 243,171	\$ 2,300,105	60,000	2,360,105	2,325,000	-	-	2,325,000	\$ 278,276
041	Equipment Maintenance/Replacement	\$ 934,737	842,025	817,531	\$ 959,231	\$ 687,308	100,000	787,308	551,494	184,641	-	736,135	\$ 1,010,405
043	Facility Maintenance	\$ (111,933)	1,855,361	1,743,428	\$ -	\$ 1,608,000	148,667	1,756,667	1,721,507	-	-	1,721,507	\$ 35,160
070	Water	\$ 4,023,809	5,750,948	9,147,669	\$ 627,088	\$ 5,785,000	-	5,785,000	4,097,347	483,430	841,788	5,422,565	\$ 989,523
072	Sewer	\$ 3,908,052	4,200,729	4,606,148	\$ 3,502,633	\$ 4,200,000	-	4,200,000	3,026,490	2,624,481	473,728	6,124,699	\$ 1,577,934
073	Refuse/Environmental	\$ 43,120	-	-	\$ 43,120	\$ -	-	-	38,000	-	-	38,000	\$ 5,120
074	Compressed Natural Gas	\$ 104,168	169,000	113,426	\$ 159,742	\$ 202,750	-	202,750	138,669	-	13,863	152,532	\$ 209,960
<b>Total Enterprise and Internal Service Funds:</b>		<b>\$ 9,312,287</b>	<b>\$ 16,660,900</b>	<b>\$ 20,438,202</b>	<b>\$ 5,534,985</b>	<b>\$ 14,783,163</b>	<b>308,667</b>	<b>15,091,830</b>	<b>11,898,507</b>	<b>3,292,552</b>	<b>1,329,379</b>	<b>16,520,438</b>	<b>\$ 4,106,377</b>
<b>TOTAL ALL CITY FUNDS:</b>		<b>\$ 34,085,598</b>	<b>96,791,298</b>	<b>101,588,526</b>	<b>\$ 29,288,370</b>	<b>\$ 50,641,194</b>	<b>2,783,591</b>	<b>53,424,785</b>	<b>45,237,542</b>	<b>5,107,512</b>	<b>2,783,591</b>	<b>53,128,646</b>	<b>\$ 29,584,510</b>

**CITY OF SAN FERNANDO**  
**GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS**  
**SUMMARY OF REVENUES, EXPENDITURES, AND OTHER FINANCING SOURCES AND**  
**FISCAL YEAR 2024-2025**

The total budget for Governmental, Special and Proprietary Funds. This summary provides an overview of each fund's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital/Transfers, and Internal Service Charges.

	Governmental Funds	Special Funds	Proprietary Funds	Total: All Funds
<b>Revenue - by Type</b>				
Property Taxes	4,124,081	5,446,201	-	9,570,282
Sales and Other Taxes	15,671,923	2,967,011	-	18,638,934
Licenses and Permits	380,000	-	-	380,000
Fines and Forfeitures	425,000	-	-	425,000
Interest & Rental Income	705,000	-	-	705,000
From Other Agencies	3,452,500	1,662,734	-	5,115,234
Charges for Service	936,081	-	14,783,163	15,719,244
Miscellaneous Revenue	55,000	-	-	55,000
Other Revenue	32,500	-	-	32,500
<b>Total Revenue - by Type</b>	<b>25,782,085</b>	<b>10,075,946</b>	<b>14,783,163</b>	<b>50,641,194</b>
Other Financing Sources	2,273,723	201,201	308,667	2,783,591
<b>Total Revenue and Other Financing Sources</b>	<b>\$ 28,055,808</b>	<b>\$ 10,277,147</b>	<b>\$ 15,091,830</b>	<b>\$ 53,424,785</b>
<b>Expenditure - by Type</b>				
Personnel	17,417,928	5,224,471	4,109,298	26,751,697
Operating	6,184,071	1,220,925	7,219,341	14,624,337
Capital Expenses	-	1,814,960	3,292,552	5,107,512
Internal Service Charges/Transfers	2,752,060	539,580	569,869	3,861,508
<b>Total Expenditure by Type</b>	<b>26,354,059</b>	<b>8,799,937</b>	<b>15,191,059</b>	<b>50,345,055</b>
Other Financing Uses	375,000	1,079,212	1,329,379	2,783,591
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 26,729,059</b>	<b>\$ 9,879,149</b>	<b>\$ 16,520,438</b>	<b>\$ 53,128,646</b>
<b>Beginning Fund Balance:</b>	<b>\$ 10,001,735</b>	<b>\$ 13,751,651</b>	<b>\$ 5,534,985</b>	<b>\$ 29,288,370</b>
Total Budget Surplus (Deficit)	1,326,749	397,999	(1,428,608)	296,140
<b>Ending Fund Balance:</b>	<b>\$ 11,328,483</b>	<b>\$ 14,149,649</b>	<b>\$ 4,106,377</b>	<b>\$ 29,584,510</b>

**CITY OF SAN FERNANDO**  
**GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS**  
**SUMMARY OF REVENUES BY FUND - 5 YEAR HISTORY**  
**FISCAL YEAR 2024-2025**

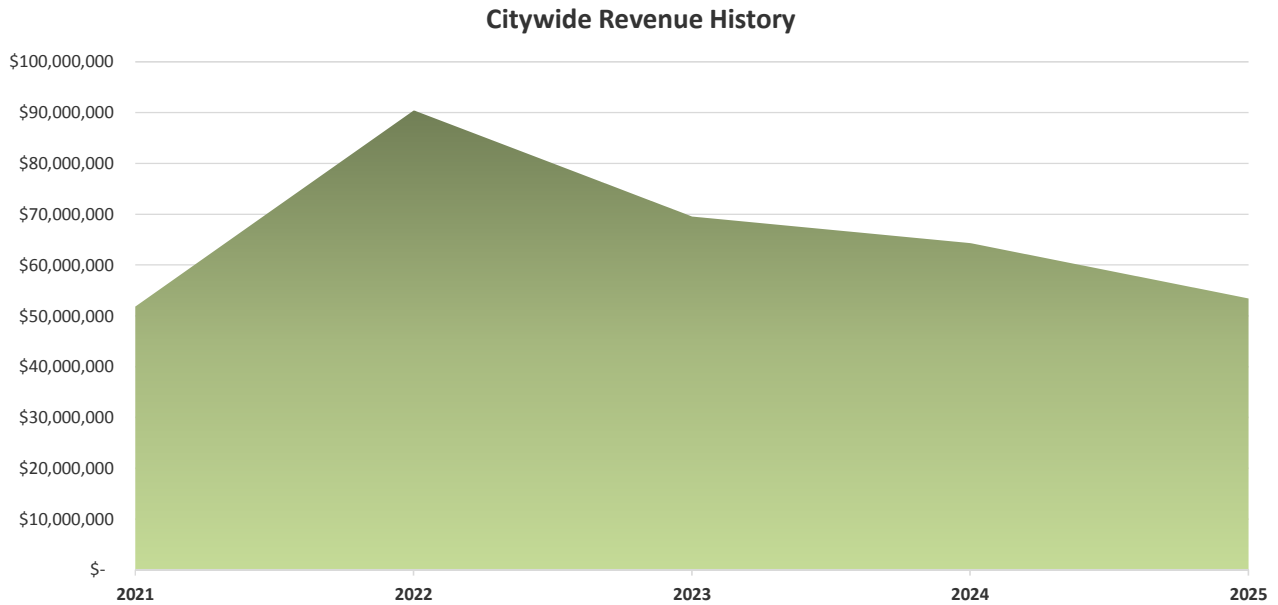
<b>Governmental Funds</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
001 General Fund	24,912,062	25,076,804	27,382,379	26,278,215	28,055,808
<b>Total Governmental Funds</b>	<b>\$ 24,912,062</b>	<b>\$ 25,076,804</b>	<b>\$ 27,382,379</b>	<b>\$ 26,278,215</b>	<b>\$ 28,055,808</b>

<b>Special Funds</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
002 SLESF	157,226	153,640	166,071	150,000	150,000
007 Proposition A	502,533	633,085	663,977	689,224	662,110
008 Proposition C	413,092	510,802	537,615	563,814	547,959
009 Proposition C - Discretionary	(4)	(817)	128	-	-
010 Capital Grants	4,788,338	8,632,751	7,622,547	9,685,711	-
011 State Gas Tax	553,159	583,343	597,880	674,693	656,813
012 Measure R	307,383	353,831	439,480	422,860	410,969
013 Traffic Safety	936	3,076	5,045	2,500	2,000
014 Cash In-Lieu of Parking	57,595	(18,989)	2,990	-	-
015 Local Transportation	30,000	2,083	3,292	-	40,435
016 AQMD	41,064	18,392	30,986	28,000	30,000
017 Recreation Self Sustaining	40,094	153,724	176,937	315,660	252,800
018 Retirement	4,927,114	35,945,724	5,443,660	4,980,123	5,446,201
019 Quimby Act	(0)	(6)	33,842	-	-
020 State Asset Seizure	7,287	(149)	410	-	-
021 Federal Asset Seizure	(2)	(331)	364	-	-
022 STPL	(1)	(206)	241,457	-	-
023 Measure W	269,938	262,851	273,282	283,000	275,000
024 Measure M	357,690	395,951	455,699	450,000	465,765
025 Road Maintenance and Rehab	472,522	438,405	549,661	584,584	605,208
026 CDBG	148,472	490,597	57,447	86,503	-
027 Street Lighting	361,153	332,854	333,420	325,000	325,000
028 Measure H	-	-	-	25,576	54,837
029 Parking & Maintenance Operations	134,037	204,807	224,394	204,550	210,050
030 Mall Maintenance	29,024	50,113	44,090	53,000	60,000
032 Capital Outlay	-	1,941,050	3,053,194	-	-
050 Pavement Fund	(3)	(527)	83	-	-
053 Community Investment Fund	10,000	11,553	17,750	35,000	10,000
055 Comm. Development Surcharge Fund	57,173	51,911	72,148	50,000	72,000
094 Low Income Housing	55,636	471	380	700	-
101 AB109 Task Force Fund	-	20	-	-	-
108 California Arts Council	18,000	2,000	19,000	25,000	-
109 National Endowment for the Arts	50,000	90,000	40,000	55,000	-
110 Operating Grants	177,162	672,887	423,573	1,943,948	-
111 DUI Avoid Campaign	-	-	-	-	-
119 COPS Grant	-	-	-	-	-
120 Alcohol Beverage Control Grant	-	-	-	-	-
121 American Rescue Plan Act Funds	112,878	137,122	5,568,340	-	-
<b>Total Special Funds</b>	<b>14,079,494</b>	<b>52,052,019</b>	<b>27,099,141</b>	<b>21,634,446</b>	<b>10,277,147</b>

**CITY OF SAN FERNANDO  
GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS  
SUMMARY OF REVENUES BY FUND - 5 YEAR HISTORY  
FISCAL YEAR 2024-2025**

Proprietary Funds	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	2025 Proposed
006 Self Insurance	1,217,332	2,171,322	2,875,873	3,842,837	2,360,105
041 Equipment Maint/Replacement	835,089	600,146	694,788	842,025	787,308
043 Facility Maintenance	1,611,074	1,484,849	1,632,998	1,575,000	1,756,667
070 Water	4,985,098	5,165,852	5,292,425	5,750,948	5,785,000
072 Sewer	4,040,178	3,774,711	4,130,502	4,200,729	4,200,000
073 Refuse	115	4,519	(6,190)	-	-
074 Compressed Natural Gas	141,676	126,841	454,074	169,000	202,750
<b>Total Proprietary Funds</b>	<b>12,830,562</b>	<b>13,328,241</b>	<b>15,074,470</b>	<b>16,380,539</b>	<b>15,091,830</b>

<b>Total Citywide Revenues</b>	<b>\$ 51,822,119</b>	<b>\$ 90,457,063</b>	<b>\$ 69,555,991</b>	<b>\$ 64,293,200</b>	<b>\$ 53,424,785</b>
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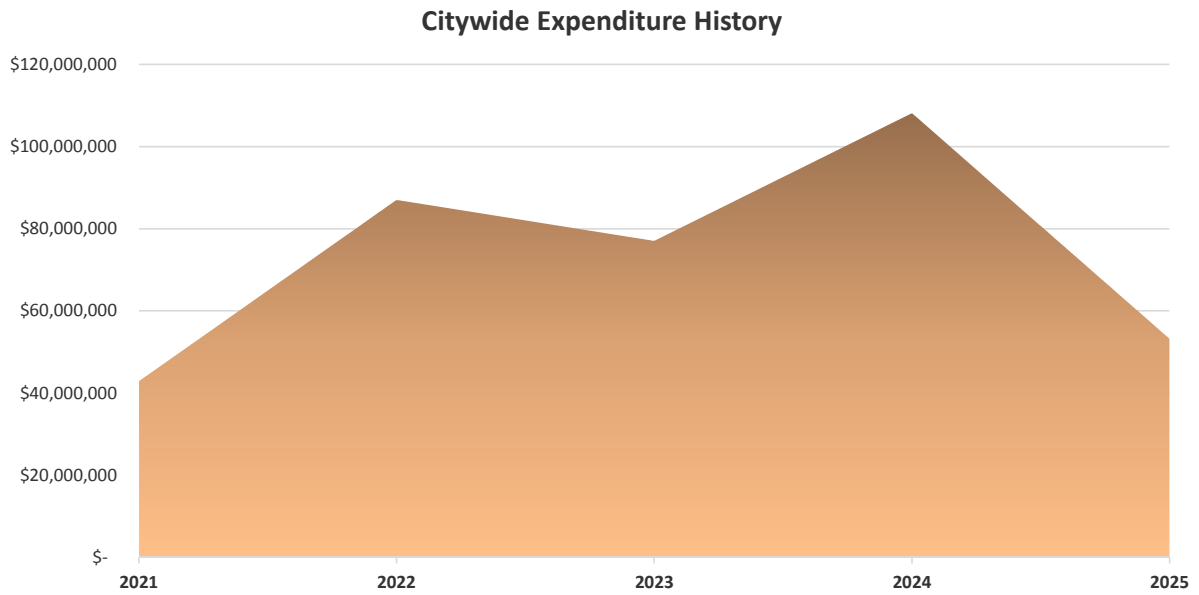
**CITY OF SAN FERNANDO**  
**GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS**  
**SUMMARY OF APPROPRIATIONS BY FUND - 5 YEAR HISTORY**  
**FISCAL YEAR 2024-2025**

		2021	2022	2023	2024	2025
<b>Governmental Funds</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
001	General Fund	20,779,138	22,605,231	27,330,543	26,559,357	26,729,059
<b>Total Governmental Funds</b>		<b>\$ 20,779,138</b>	<b>\$ 22,605,231</b>	<b>\$ 27,330,543</b>	<b>\$ 26,559,357</b>	<b>\$ 26,729,059</b>

		2021	2022	2023	2024	2025
<b>Special Funds</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
002	SLESF	125,000	125,004	150,000	150,000	200,000
007	Proposition A	490,588	461,223	569,356	669,570	662,110
008	Proposition C	534,207	672,264	722,549	696,842	593,314
009	Proposition C - Discretionary	-	-	-	775,376	-
010	Capital Grants	1,696,967	3,900,080	15,031,672	38,560,681	-
011	State Gas Tax	487,875	517,537	669,000	692,701	555,772
012	Measure R	1,114,925	696,558	1,126,452	845,142	436,963
013	Traffic Safety	-	-	-	-	-
014	Cash In-Lieu of Parking	-	-	-	-	-
015	Local Transportation	30,000	25,010	17,670	5,641	37,935
016	AQMD	-	-	-	-	-
017	Recreation Self Sustaining	36,346	188,747	200,342	310,663	226,602
018	Retirement	4,738,686	38,254,003	4,508,989	5,378,197	5,331,446
019	Quimby Act	-	-	-	-	-
020	State Asset Seizure	6,392	-	9,961	-	-
021	Federal Asset Seizure	-	-	8,763	-	-
022	STPL	-	-	-	250,887	-
023	Measure W	52,387	130,129	159,432	689,859	182,401
024	Measure M	13,261	62,280	1,477,014	709,777	450,000
025	Road Maintenance and Rehab	-	66,782	1,883,588	872,429	500,000
026	CDBG	148,117	515,411	30,449	286,503	-
027	Street Lighting	215,621	323,941	250,820	345,388	230,424
028	Measure H	-	-	-	-	-
029	Parking and Maintenance Ops	166,073	218,261	212,831	338,049	314,820
030	Mall Maintenance Operations	41,732	126,553	95,344	9,050	-
032	Capital Outlay Fund	8,448	143,903	3,427,093	1,427,290	-
050	Pavement Fund	-	-	-	-	-
053	Community Investment Fund	7,247	14,065	8,008	35,000	10,000
055	Comm. Surcharge Fund	24,960	24,960	26,362	38,102	40,352
094	Low Income Housing	4,185	3,836	19,913	108,865	107,009
101	AB109 Task Force Fund	-	-	-	-	-
108	California Arts Council	20,000	-	14,670	29,330	-
109	National Endowment for the Arts	49,200	61,172	38,866	59,866	-
110	Operating Grants	439,867	782,260	883,219	2,970,498	-
111	DUI Avoid Campaign	-	-	-	-	-
119	Office of Comm. Oriented Policing	-	-	-	-	-
120	Alcohol Beverage Control Grant	-	-	-	-	-
121	American Rescue Plan Act Funds	112,878	129,595	1,264,127	4,311,740	-
<b>Total Special Funds</b>		<b>10,564,960</b>	<b>47,443,575</b>	<b>32,806,492</b>	<b>60,567,446</b>	<b>9,879,149</b>

**CITY OF SAN FERNANDO  
GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS  
SUMMARY OF APPROPRIATIONS BY FUND - 5 YEAR HISTORY  
FISCAL YEAR 2024-2025**

<b>Proprietary Funds</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
006 Self Insurance Fund	1,707,565	2,093,786	4,167,083	4,010,000	2,325,000
041 Equipment Maint/Replacement	582,241	620,069	691,382	817,531	736,135
043 Facility Maintenance	1,592,586	1,539,889	1,738,689	1,778,428	1,721,507
070 Water	4,460,949	7,144,525	7,164,764	9,147,669	5,422,565
072 Sewer	3,057,870	5,399,636	2,605,415	5,174,380	6,124,699
073 Refuse	5,960	3,403	3,482	-	38,000
074 Compressed Natural Gas	95,616	164,488	496,034	113,426	152,532
<b>Total Proprietary Funds</b>	<b>11,502,787</b>	<b>16,965,796</b>	<b>16,866,849</b>	<b>21,041,435</b>	<b>16,520,438</b>
<b>Total Citywide Expenditures</b>	<b>\$ 42,846,885</b>	<b>\$ 87,014,603</b>	<b>\$ 77,003,884</b>	<b>\$ 108,168,238</b>	<b>\$ 53,128,646</b>



**CITY OF SAN FERNANDO**  
**GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS**  
**SUMMARY OF APPROPRIATIONS BY FUND - BY TYPE**  
**FISCAL YEAR 2024-2025**

The total budget for Governmental, Special and Proprietary Funds. This summary provides an overview of each fund's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital/Transfers, and Internal Service Charges.

<i>Governmental Funds</i>		Personnel	Operating	Capital Expenses	Internal Svs. Chrg.	Total Budget
001	General Fund	17,417,928	6,184,071	-	3,127,060	26,729,059
<b>Total General Fund</b>		<b>\$ 17,417,928</b>	<b>\$ 6,184,071</b>	<b>\$ -</b>	<b>\$ 3,127,060</b>	<b>\$ 26,729,059</b>

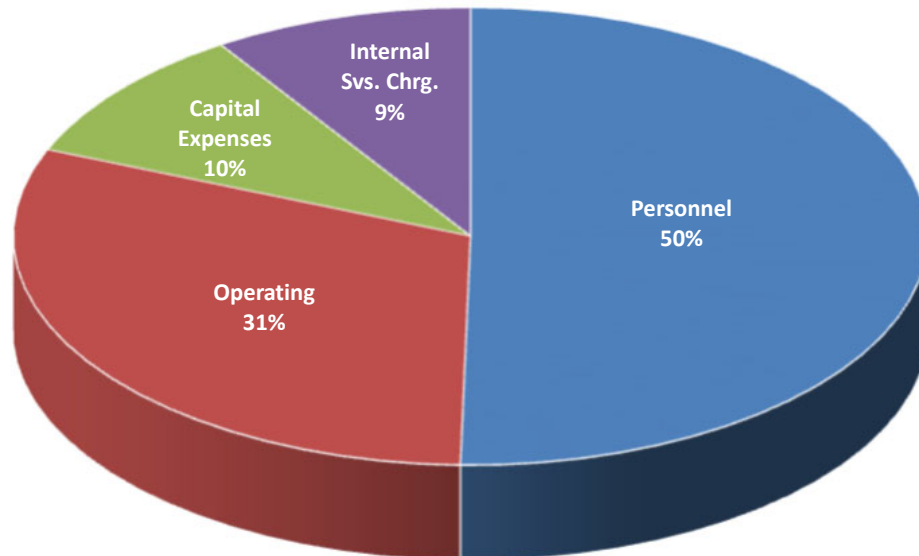
<i>Special Funds</i>		Personnel	Operating	Capital Expenses	Transfers Out	Total Budget
002	SLESF	-	-	-	200,000	200,000
007	Proposition A	71,501	590,609	-	-	662,110
008	Proposition C	-	243,314	350,000	-	593,314
009	Proposition C - Discretionary	-	-	-	-	-
010	Capital Grants	-	-	-	-	-
011	State Gas Tax	-	305,772	-	250,000	555,772
012	Measure R	-	179,938	257,025	-	436,963
013	Traffic Safety	-	-	-	-	-
014	Cash In-Lieu of Parking	-	-	-	-	-
015	Local Transportation	-	-	37,935	-	37,935
016	AQMD	-	-	-	-	-
017	Recreation Self Sustaining	75,222	151,380	-	-	226,602
018	Retirement	4,831,866	10,000	-	489,580	5,331,446
019	Quimby Act	-	-	-	-	-
020	State Asset Seizure	-	-	-	-	-
021	Federal Asset Seizure	-	-	-	-	-
022	STPL	-	-	-	-	-
023	Measure W	-	12,401	170,000	-	182,401
024	Measure M	-	-	450,000	-	450,000
025	Road Maintenance and Rehab Act	-	-	500,000	-	500,000
026	CDBG	-	-	-	-	-
027	Street Lighting	82,905	147,519	-	-	230,424
028	Measure H	-	-	-	-	-
029	Parking and Maintenance Operations	130,968	133,852	50,000	-	314,820
030	Mall Maintenance Operations	-	-	-	-	-
032	Capital Outlay Fund	-	-	-	-	-
050	Pavement Fund	-	-	-	-	-
053	Community Investment Fund	-	10,000	-	-	10,000
055	Comm. Dev. Surcharge Fund	-	40,352	-	-	40,352
094	Low/Mod Income Housing Fund	32,009	75,000	-	-	107,009
101	AB109 Task Force Fund	-	-	-	-	-
108	California Arts Council	-	-	-	-	-
109	National Endowment for the Arts	-	-	-	-	-
110	Operating Grants	-	-	-	-	-
111	DUI Avoid Campaign	-	-	-	-	-
119	Office of Comm. Oriented Policing	-	-	-	-	-
120	Alcohol Beverage Control Grant	-	-	-	-	-
121	American Rescue Plan Act Fund	-	-	-	-	-
<b>Total Special Funds</b>		<b>5,224,471</b>	<b>1,900,137</b>	<b>1,814,960</b>	<b>939,580</b>	<b>9,879,149</b>

**CITY OF SAN FERNANDO  
GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS  
SUMMARY OF APPROPRIATIONS BY FUND - BY TYPE  
FISCAL YEAR 2024-2025**

<i>Proprietary Funds</i>	Personnel	Operating	Capital Expenses	Internal Svs. Chrg.	Total Budget
006 Self Insurance Fund	-	2,325,000	-	-	2,325,000
041 Equipment Maint/Replacement	254,584	280,150	184,641	16,760	736,135
043 Facility Maintenance	827,897	715,255	-	178,355	1,721,507
070 Water	2,181,799	2,330,555	483,430	426,781	5,422,565
072 Sewer	830,472	2,468,829	2,624,481	200,918	6,124,699
073 Refuse	-	38,000	-	-	38,000
074 Compressed Natural Gas	14,546	136,063	-	1,923	152,532
<b>Total Proprietary Funds</b>	<b>4,109,298</b>	<b>8,293,852</b>	<b>3,292,552</b>	<b>824,737</b>	<b>16,520,438</b>

<b>Total Citywide Expenditures</b>	<b>\$ 26,751,697</b>	<b>\$ 16,378,060</b>	<b>\$ 5,107,512</b>	<b>\$ 4,891,376</b>	<b>\$ 53,128,646</b>
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**Citywide Expenses by Type**



**CITY OF SAN FERNANDO  
GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS  
SUMMARY OF TRANSFERS AND OTHER INTERFUND PAYMENTS  
FISCAL YEAR 2024-2025**

FUND	DESCRIPTION	AMOUNT FROM	AMOUNT TO
<b><u>OPERATIONS RELATED TRANSFERS:</u></b>			
<b>Transfers FROM General TO Other Funds to support operations and capital:</b>			
<b>FROM:</b>	001 General Fund	(198,667)	
<b>TO:</b>	041 Equipment Replacement Fund		100,000
	043 Facility Management Fund		98,667
		(198,667)	198,667
<b>Transfers FROM Enterprise Funds TO Other Funds to support operations and capital:</b>			
<b>FROM:</b>	070 Water Fund	(25,000)	
	072 Sewer Fund	(25,000)	
<b>TO:</b>	043 Facility Maintenance Fund		50,000
		(50,000)	50,000
<b>Transfers FROM Other Funds TO the General Fund to support operations:</b>			
<b>FROM:</b>	002 Supplemental Law Enforcement Services (SLESF) Fund	(150,000)	
	011 Gas Tax Fund	(250,000)	
	070 381 Water Fund	(60,000)	
	072 360 Sewer Fund	(60,000)	
<b>TO:</b>	001 General Fund		520,000
		(520,000)	520,000
<b>Payments FROM Other Funds TO the General Fund per Cost Allocation Plan:</b>			
<b>FROM:</b>	007 Proposition A Fund	(62,398)	
	008 Proposition C Fund	(18,774)	
	011 State Gas Tax Fund	(27,886)	
	018 Retirement Fund	(489,580)	
	023 Measure W Fund - SCW Program Fund	(12,401)	
	027 Street Lighting Fund	(31,269)	
	029 Parking M & O Fund	(35,052)	
	055 Community Development Surcharge Fund	(1,852)	
	070 381 Water Fund	(684,354)	
	072 360 Sewer Fund	(376,294)	
	074 320 CNG Fund	(13,863)	
<b>TO:</b>	001 3795 General Fund		1,753,723
		(1,753,723)	1,753,723
<b>Payment FROM Water Funds TO the Self Insurance Fund for property insurance:</b>			
<b>FROM:</b>	070 381 Water Fund	(60,000)	
<b>TO:</b>	006 Self Insurance Fund		60,000
		(60,000)	60,000
<b><u>DEBT RELATED TRANSFERS</u></b>			
<b>Payments FROM General Fund and Enterprise Funds TO Retirement Fund to Repay Retirement Loan:</b>			
<b>FROM:</b>	001 General Fund	(176,333)	
	070 Water Fund	(12,434)	
	072 Sewer Fund	(12,434)	
<b>TO:</b>	018 Retirement Fund		201,201
		(201,201)	201,201
<b>TOTAL INTERFUND TRANSFERS/PAYMENTS</b>		<b>(2,783,591)</b>	<b>2,783,591</b>

**CITY OF SAN FERNANDO  
CITYWIDE POSITION SUMMARY BY DEPARTMENT  
FISCAL YEAR 2024-2025**

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>CITY MANAGER'S OFFICE</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
City Manager	1.00	1.00	1.00	1.00	1.00
Deputy City Manager/Economic Development	0.00	0.00	1.00	1.00	1.00
Assistant To The City Manager	0.00	1.00	1.00	1.00	1.00
Economic Development Manager	0.00	1.00	0.00	0.00	0.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00
Management Intern	0.00	0.46	0.46	0.46	0.46
Personnel Manager <sup>1</sup>	1.00	1.00	1.00	1.00	0.00
Personnel Technician <sup>1</sup>	1.00	1.00	1.00	1.00	0.00
Personnel Assistant <sup>1</sup>	0.70	1.00	1.00	1.00	0.00
Office Clerk (FTE) <sup>1</sup>	0.00	0.00	0.46	0.46	0.00
<b>TOTAL CITY MANAGER'S OFFICE</b>	<b>4.70</b>	<b>7.46</b>	<b>7.92</b>	<b>7.92</b>	<b>4.46</b>

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>CITY CLERK</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk/Management Analyst	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk (FTE)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CITY CLERK DEPARTMENT</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>ADMINISTRATIVE SERVICES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
Director of Finance/City Treasurer	1.00	1.00	1.00	1.00	0.00
Director of Administrative Services <sup>4</sup>	0.00	0.00	0.00	0.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Treasury Manager	1.00	0.00	0.00	0.00	0.00
Senior Account Clerk	2.00	0.00	0.00	0.00	0.00
Accounting Technician	0.00	2.00	2.00	2.00	2.00
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Office Clerk	1.00	0.00	0.00	0.00	0.00
Treasurer Assistant <sup>5</sup>	0.00	1.00	1.00	1.00	1.00
Finance Office Specialist	1.00	0.00	0.00	0.00	0.00
Accounting Assistant	0.00	1.00	1.00	1.00	1.00
Management Intern	0.00	0.46	0.46	0.46	0.46
Information Technology System Administrator	0.00	0.00	1.00	1.00	1.00
Human Resources/Risk Manager <sup>6</sup>	0.00	0.00	0.00	0.00	1.00
Human Resources Technician <sup>6</sup>	0.00	0.00	0.00	0.00	1.00
Human Resources Assistant <sup>6</sup>	0.00	0.00	0.00	0.00	1.00
Office Clerk (FTE) <sup>6,7</sup>	0.00	0.00	0.00	0.00	0.00
Administrative Assistant (FTE) <sup>6,7</sup>	0.00	0.00	0.00	0.00	0.46
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>8.00</b>	<b>7.46</b>	<b>8.46</b>	<b>8.46</b>	<b>11.92</b>

**CITY OF SAN FERNANDO  
CITYWIDE POSITION SUMMARY BY DEPARTMENT  
FISCAL YEAR 2024-2025**

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>COMMUNITY DEVELOPMENT</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
Director of Community Development	1.00	1.00	1.00	1.00	1.00
Deputy Comm Dev Director/Planning Manager <sup>3</sup>	0.00	0.00	0.00	0.00	1.00
Building & Safety Supervisor	1.00	0.00	0.00	0.00	0.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Development Secretary	1.00	0.00	0.00	0.00	0.00
Community Development Technician	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Community Preservation Officer	2.00	2.00	3.00	3.00	3.00
Community Preservation Officer (FTE)	0.95	0.95	0.95	0.95	0.95
City Maintenance Helper - Graffiti (FTE)	0.75	0.75	0.00	0.00	0.00
Management Intern	0.00	0.46	0.46	0.46	0.46
Housing Coordinator	0.00	0.00	1.00	1.00	1.00
<b>TOTAL COMMUNITY DEVELOPMENT DEPT</b>	<b>7.70</b>	<b>7.16</b>	<b>9.41</b>	<b>9.41</b>	<b>10.41</b>

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>POLICE</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	0.00
Police Commander <sup>8</sup>	0.00	0.00	0.00	0.00	2.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00
Police Corporal <sup>9</sup>	0.00	0.00	0.00	0.00	5.00
Police Officer	23.00	27.00	27.00	27.00	22.00
Administrative Assistant	1.00	0.00	0.00	0.00	0.00
Police Executive Assistant	0.00	1.00	1.00	1.00	1.00
Senior Desk Officer	0.00	0.00	1.00	1.00	1.00
Police Desk Officer	8.00	8.00	7.00	7.00	7.00
Management Analyst	0.00	0.00	1.00	1.00	1.00
Police Records Administrator	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	1.46	2.00	2.00	2.00	2.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Community Service Officer (FTE)	3.00	3.00	3.00	3.00	3.00
Crossing Guard (FTE)	1.00	1.00	1.00	1.00	1.00
Junior Cadet (FTE)	1.50	1.96	1.96	1.96	1.96
<b>TOTAL POLICE DEPARTMENT</b>	<b>48.96</b>	<b>53.96</b>	<b>54.96</b>	<b>54.96</b>	<b>54.96</b>

**CITY OF SAN FERNANDO  
CITYWIDE POSITION SUMMARY BY DEPARTMENT  
FISCAL YEAR 2024-2025**

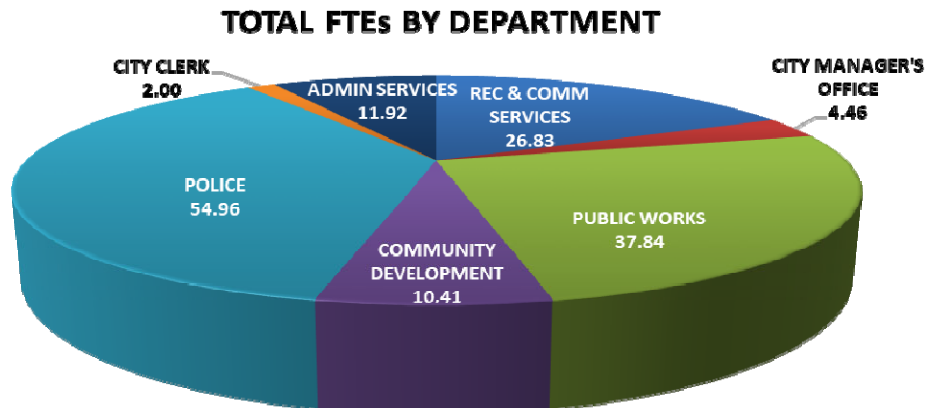
	2021	2022	2023	2024	2025
<b>PUBLIC WORKS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
Director of Public Works/City Engineer	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant II	2.00	2.00	2.00	2.00	2.00
Office Specialist	2.00	0.00	0.00	0.00	0.00
Executive Assistant	0.00	1.00	1.00	1.00	1.00
Public Works Technician	0.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	0.00	0.00	0.00	0.00
Management Intern (FTE)	0.00	0.46	0.46	0.46	0.46
City Electrician	0.00	1.00	1.00	1.00	1.00
Electrical Supervisor	1.00	0.00	0.00	0.00	0.00
Bldg. Maint. Worker/Electrical Helper	1.00	0.00	0.00	0.00	0.00
Operations Manager	0.00	1.00	1.00	1.00	1.00
Equipment & Materials Supervisor	1.00	0.00	0.00	0.00	0.00
Public Works Supervisor	0.00	0.00	1.00	1.00	1.00
City Mechanic	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	3.00	2.00	1.00	1.00	1.00
Water Superintendent	0.00	0.00	1.00	1.00	1.00
Maintenance Worker <sup>10</sup>	8.00	7.00	6.00	6.00	8.00
Field Supervisor II	3.00	2.00	0.00	0.00	0.00
Field Supervisor I	1.00	1.00	0.00	0.00	0.00
Water Supervisor	0.00	0.00	2.00	2.00	2.00
Senior Maintenance Worker	6.00	4.00	2.00	2.00	2.00
Senior Water Worker	0.00	0.00	1.00	1.00	1.00
Water Worker I	0.00	0.00	1.00	1.00	1.00
Water Worker II	0.00	0.00	2.00	2.00	2.00
Meter Technician	1.00	1.00	0.00	0.00	0.00
Cross Connection Specialist	0.00	0.00	1.00	1.00	1.00
Senior Water System Operator	0.00	0.00	1.00	1.00	1.00
Water System Operator <sup>11</sup>	0.00	0.00	0.00	0.00	1.00
Water Pumping Operator/Backflow Tech.	1.00	2.00	0.00	0.00	0.00
Water Operations Manager	0.00	1.00	1.00	1.00	1.00
Senior Park Maintenance Worker	0.00	0.00	1.00	1.00	1.00
Street Tree Trimmer	0.00	0.00	1.00	1.00	1.00
Senior Sewer Worker	0.00	0.00	1.00	1.00	1.00
Sewer Worker	0.00	0.00	1.00	1.00	1.00
City Maintenance Helper - Graffiti (FTE) <sup>10</sup>	0.00	0.00	0.75	0.75	0.00
Maintenance Helper (FTE) <sup>10</sup>	0.80	2.76	2.30	2.30	1.38
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>34.80</b>	<b>32.22</b>	<b>36.51</b>	<b>36.51</b>	<b>37.84</b>



**CITY OF SAN FERNANDO  
CITYWIDE POSITION SUMMARY BY DEPARTMENT  
FISCAL YEAR 2024-2025**

	2021	2022	2023	2024	2025
<b>RECREATION AND COMMUNITY SERVICES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
Director of Recreation & Comm Svcs.	1.00	1.00	1.00	1.00	1.00
Office Specialist	2.00	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	1.00	1.00	1.00	1.00
Executive Assistant	0.00	1.00	1.00	1.00	1.00
Rec. & Comm Services Supervisor	1.00	1.00	2.00	2.00	2.00
Cultural Arts Supervisor	1.00	0.00	0.00	0.00	0.00
Rec & Comm Services Coordinator	0.00	1.00	1.00	1.00	1.00
Social Services Coordinator	0.00	0.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	0.00	0.00	0.00
Program Specialist	1.75	1.00	2.00	2.00	2.00
Office Clerk	0.00	0.00	0.00	1.00	1.00
Management Intern (FTE)	0.00	0.46	0.46	0.46	0.46
Office Clerk (FTE)	0.00	0.48	0.96	0.46	0.46
Sr Day Camp/After School Counselor (FTE)	2.53	2.53	2.53	2.53	2.53
Day Camp/After School Counselor (FTE)	7.00	7.00	7.00	7.00	7.00
Recreation Leader I (FTE)	4.10	4.10	4.10	4.10	4.10
Recreation Leader II (FTE)	1.00	1.00	1.00	1.00	1.00
Recreation Leader III (FTE)	1.28	1.28	1.28	1.28	1.28
<b>TOTAL REC &amp; COMM SERVICES DEPARTMENT</b>	<b>23.66</b>	<b>23.85</b>	<b>26.33</b>	<b>26.83</b>	<b>26.83</b>
<b>TOTAL POSITIONS (FULL TIME EQUIVALENT)</b>	<b>129.82</b>	<b>134.11</b>	<b>145.59</b>	<b>146.09</b>	<b>148.42</b>

- <sup>1</sup> Personnel Division recommended to be moved from City Manager’s Office to Administrative Services in FY 2024-2025
- <sup>2</sup> Economic Development Division moved from Community Development to City Manager’s Office in FY 2022-2023
- <sup>3</sup> Deputy Director of Community Development/Planning Manager recommended as Budget Enhancement in FY 2024-2025
- <sup>4</sup> Department Name Change Recommended from Finance to Administrative Services in FY 2024-2025
- <sup>5</sup> Treasury Division combined with Finance in FY 2022-2023
- <sup>6</sup> Personnel Division recommended to shift from City Manager’s Office to Administrative Svcs in FY 2024-25 with Human Resources/Risk Management title change.
- <sup>7</sup> Personnel Office Clerk (FTE) recommended to be reclassified to Administrative Assistant (FTE) in FY 2024-2025
- <sup>8</sup> Police Lieutenant Title Change to Police Commander as approved in SFPMU Bargaining Unit MOU
- <sup>9</sup> Police Corporal positions (5) recommended as Budget Enhancements in FY 2024-2025
- <sup>10</sup> 4-PT Maintenance & City Helpers recommended for conversion to 2-FT Maintenance Workers as FY 2024-2025 Budget Enhancement
- <sup>11</sup> Water System Operator recommended as Budget Enhancement in FY 2024-2025



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**SECTION III.  
GENERAL FUND  
OVERVIEW**

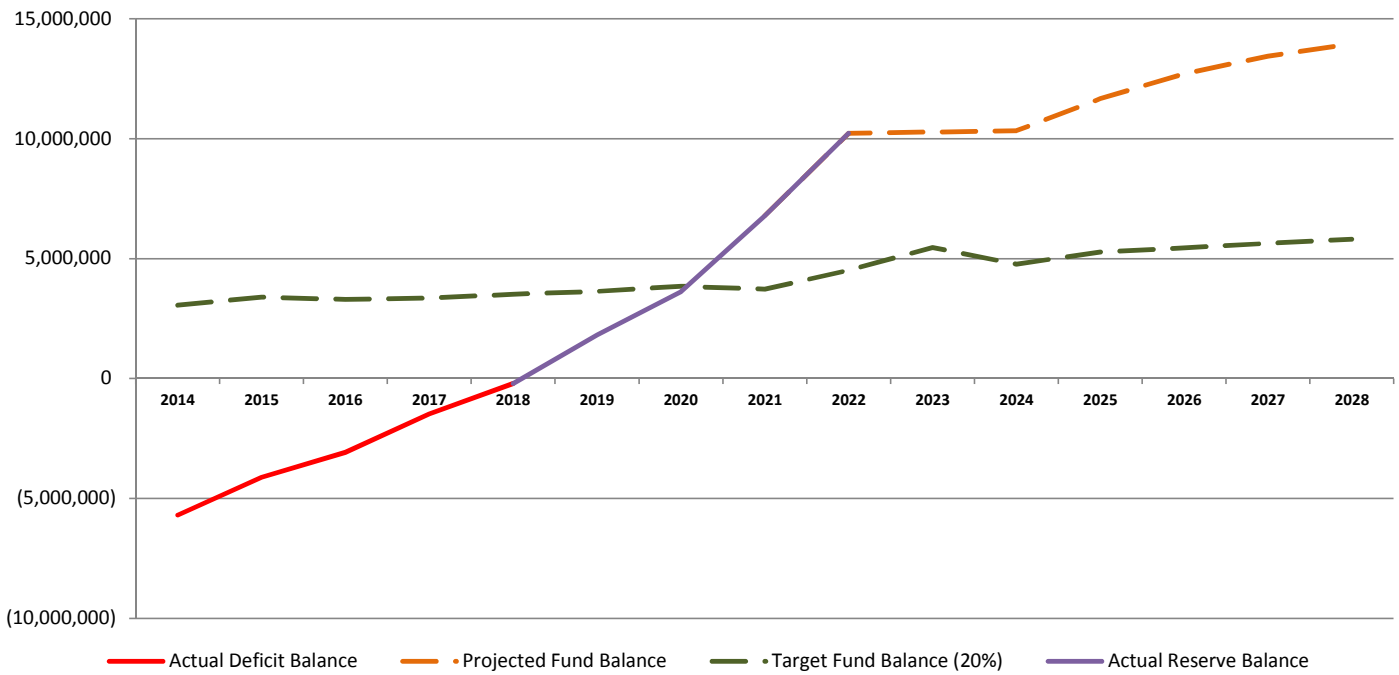
**CITY OF SAN FERNANDO**  
**GENERAL FUND FIVE-YEAR FORECAST**  
**SUMMARY OF PROJECTED REVENUES AND EXPENDITURES**

	Actual 2021	Actual 2022	Actuals 2023	Adjusted 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
<b>REVENUES</b>								
Property Taxes	3,149,175	3,198,090	4,329,484	3,489,318	4,124,081	4,200,563	4,283,674	4,368,447
Sales Tax	10,243,406	12,268,564	12,323,324	12,169,838	12,226,923	12,471,461	12,720,891	12,975,309
Franchise Fees	741,355	775,995	933,936	739,500	935,000	953,700	972,774	992,229
Other Taxes	4,958,943	5,270,067	5,540,451	5,483,000	5,920,000	6,037,800	6,157,952	6,280,503
Licenses and Permits	361,819	373,668	566,672	513,500	450,000	461,660	473,920	486,560
Fines and Forfeitures	498,845	433,689	418,240	444,000	425,000	441,740	459,142	477,232
Use of Money & Property	582,209	60,133	626,848	637,261	710,000	725,700	741,774	758,232
Fees and Charges	559,400	562,962	452,906	604,500	885,385	925,047	966,533	1,009,930
Miscellaneous Revenue	127,415	140,128	155,062	123,000	128,500	116,455	119,499	122,634
Cost Allocation Revenue	1,738,328	1,519,568	1,515,457	1,678,479	1,730,919	1,749,020	1,801,461	1,855,475
Transfers In	450,000	473,040	520,000	520,000	520,000	520,000	520,000	520,000
<b>Operating Revenue</b>	<b>23,410,895</b>	<b>25,075,904</b>	<b>27,382,379</b>	<b>26,402,396</b>	<b>28,055,808</b>	<b>28,603,146</b>	<b>29,217,619</b>	<b>29,846,550</b>
Sale of Property	1	900	-	-	-	-	-	-
Other One-Time	1,501,165	-	-	-	-	-	-	-
<b>One-time Revenue</b>	<b>1,501,166</b>	<b>900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>24,912,061</b>	<b>25,076,804</b>	<b>27,382,379</b>	<b>26,402,396</b>	<b>28,055,808</b>	<b>28,603,146</b>	<b>29,217,619</b>	<b>29,846,550</b>
<b>EXPENDITURES</b>								
Personnel Expenses	11,858,432	12,814,311	15,228,348	16,281,916	17,419,398	18,232,477	19,042,195	19,770,123
Operating Expense	5,429,156	5,623,570	6,275,979	6,930,086	6,182,601	6,243,677	6,305,364	6,367,667
Capital Outlay	-	5,180	4,990	34,581	-	-	-	-
Transfers/Internal Service Charges	1,913,765	4,162,171	5,821,226	3,295,449	2,752,060	2,807,101	2,863,243	2,920,508
<b>Operating Expenditures</b>	<b>19,201,353</b>	<b>22,605,231</b>	<b>27,325,553</b>	<b>24,146,305</b>	<b>26,354,059</b>	<b>27,283,255</b>	<b>28,210,802</b>	<b>29,058,299</b>
Debt Reduction	-	620,000	-	271,327	176,333	275,000	275,000	275,000
Transfer to Equipment Replacement	-	197,000	-	-	-	-	-	-
ERF Pre-fund replacements	-	-	-	103,375	100,000	-	-	-
Transfer to SIF	-	-	-	850,000	-	-	-	-
Facility Maintenance Cap Improv	-	130,000	-	-	98,667	-	-	-
Capital Expense	1,498,189	59,193	4,990	-	-	-	-	-
Other One-time Expense	79,598	75,000	-	851,835	-	-	-	-
One-time Expenses Enhancements	-	1,717,803	-	319,190	-	-	-	-
<b>One-time Expenditures</b>	<b>1,577,787</b>	<b>2,798,996</b>	<b>4,990</b>	<b>2,395,727</b>	<b>375,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>
<b>TOTAL EXPENDITURE</b>	<b>20,779,140</b>	<b>25,404,227</b>	<b>27,330,543</b>	<b>26,542,032</b>	<b>26,729,059</b>	<b>27,558,255</b>	<b>28,485,802</b>	<b>29,333,299</b>
LESS: Est. Budget Savings**	-	-	-	-	-	-	-	-
<b>Operating Surplus(Deficit)</b>	<b>4,209,542</b>	<b>2,470,672</b>	<b>56,827</b>	<b>2,256,091</b>	<b>1,701,749</b>	<b>1,319,891</b>	<b>1,006,817</b>	<b>788,251</b>
<b>Total Budget Surplus(Deficit)</b>	<b>4,132,921</b>	<b>(327,424)</b>	<b>51,836</b>	<b>(139,636)</b>	<b>1,326,749</b>	<b>1,044,891</b>	<b>731,817</b>	<b>513,251</b>

**CITY OF SAN FERNANDO  
GENERAL FUND FIVE-YEAR FORECAST  
SUMMARY OF PROJECTED REVENUES AND EXPENDITURES**

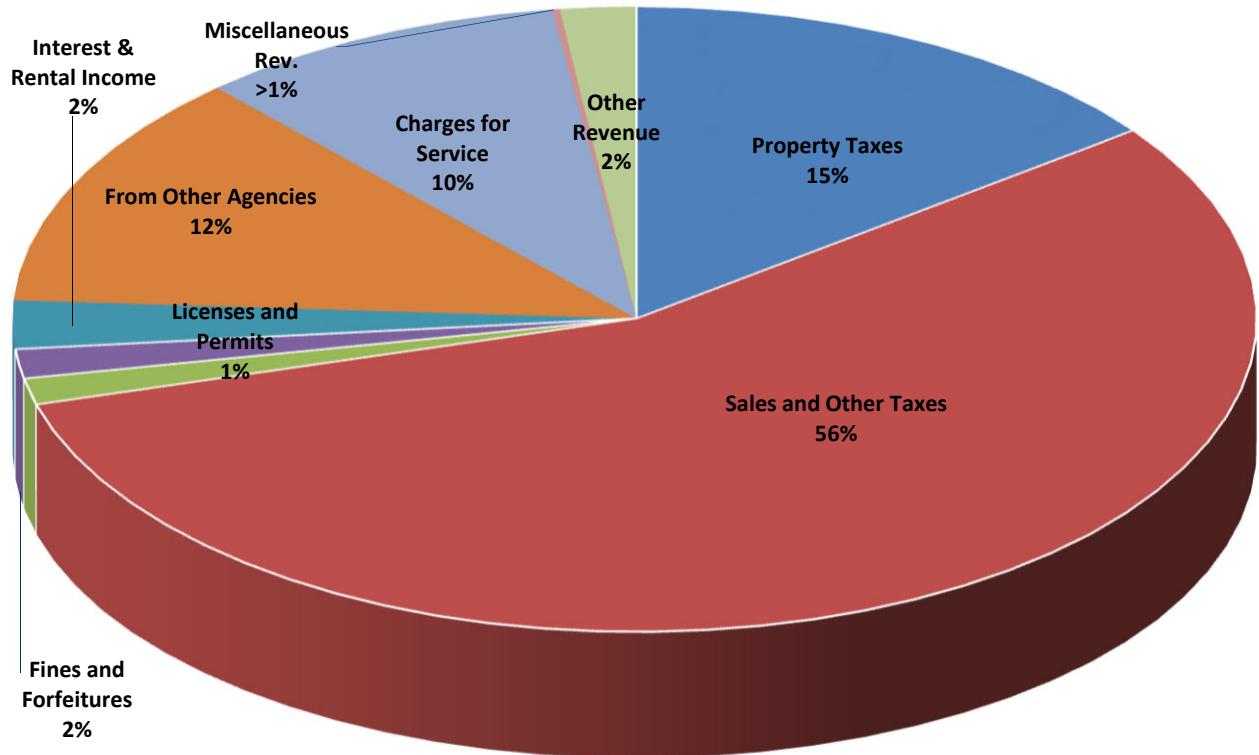
	Actual 2021	Actual 2022	Actuals 2023	Adjusted 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
<b>Beginning Fund Balance</b>	6,425,544	10,558,465	10,231,041	10,339,443	10,339,443	11,666,192	12,711,083	13,442,900
Budget Surplus + Est. Savings	4,132,921	(327,424)	51,836	(139,636)	1,326,749	1,044,891	731,817	513,251
<b>Ending Fund Balance</b>	10,558,465	10,231,041	10,282,877	10,199,807	11,666,192	12,711,083	13,442,900	13,956,151
<b>Reserve %</b>	55%	45%	38%	42%	44%	47%	48%	48%

**General Fund: Projected Fund Balance**



**CITY OF SAN FERNANDO  
GENERAL FUND  
SUMMARY OF REVENUE BY TYPE - 5 YEAR HISTORY  
FISCAL YEAR 2024-2025**

<b>General Fund Revenue</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
Property Taxes	3,149,176	3,198,090	4,329,484	3,245,000	4,124,081
Sales and Other Taxes	13,141,929	15,404,302	15,704,741	15,684,475	15,671,923
Licenses and Permits	361,279	337,429	506,341	418,500	380,000
Fines and Forfeitures	498,845	433,689	418,240	444,000	425,000
Interest & Rental Income	581,430	65,778	591,106	701,761	705,000
From Other Agencies	2,818,554	2,964,015	3,142,765	2,853,000	3,452,500
Charges for Service	2,047,671	2,110,888	2,034,443	2,311,479	2,689,804
Miscellaneous Revenue	40,621	50,426	50,689	50,500	55,000
Other Revenue	2,272,556	512,186	577,233	569,500	552,500
<b>Total Revenue</b>	<b>\$ 24,912,062</b>	<b>\$ 25,076,804</b>	<b>\$ 27,355,041</b>	<b>\$ 26,278,215</b>	<b>\$ 28,055,808</b>



**CITY OF SAN FERNANDO  
GENERAL FUND  
PROJECTED REVENUE DETAIL  
FISCAL YEAR 2024-2025**

Account Number & Title	2021	2022	2023	2024	As of	2024	2025
	Actuals	Actuals	Actuals	Adjusted	03/31/2023	% Rec'd	Proposed
<b>3100 PROPERTY TAXES</b>							
3110-0000 SECURED PROPERTY TAXES-CY	2,054,318	2,099,638	3,878,364	2,300,000	2,309,309	100%	4,074,081
3120-0000 UNSECURED PROPERTY TAXES C/Y	-	-	22,525	-	33,031	0%	-
3130-0000 PRIOR YEARS PROPERTY TAXES	(10,431)	4,997	(61,258)	-	(60,042)	0%	-
3142-0000 RESIDUAL TAX REVENUE	951,970	904,565	44,780	750,000	-	0%	-
3146-0000 CITY PASS THROUGH - TAXING ENTITY	141,580	147,125	378,666	150,000	-	0%	-
3150-0000 PROPERTY TAX PENALTIES & INT	11,738	41,766	66,406	45,000	52,730	117%	50,000
	<u>3,149,176</u>	<u>3,198,090</u>	<u>4,329,484</u>	<u>3,245,000</u>	<u>2,335,028</u>	<u>72%</u>	<u>4,124,081</u>
<b>3200 SALES AND OTHER TAXES</b>							
3210-0000 SALES AND USE TAXES	6,642,200	7,122,876	6,929,697	7,152,775	4,164,254	58%	6,820,000
3210-3201 TRANSACTION SALES TAX - 1/2 CENT	2,213,676	18,548	50,564	-	19,410	0%	-
3210-3202 MEASURE SF SALES TAX 1/4 CENT	1,155,138	4,831,172	5,063,609	5,051,000	3,014,900	60%	5,115,000
3211-0000 P.S.A.F.	232,392	295,968	279,454	286,200	163,567	57%	291,923
3230-0000 FRANCHISES	153,428	173,933	214,433	153,500	-	0%	215,000
3231-0000 CABLE TV FRANCHISE	192,172	199,774	188,885	166,000	82,739	50%	190,000
3232-0000 VEHICLE TOW FRANCHISE FEE	31,861	28,997	24,124	20,500	16,361	80%	25,000
3234-0000 REPUBLIC SERVS INC FRANCHISE FEES	363,894	373,291	506,495	399,500	379,259	95%	505,000
3240-0000 BUSINESS LICENSE TAXES	1,473,559	1,525,589	1,658,436	1,550,000	1,476,620	95%	1,700,000
3240-3243 SWAPMEET BUSINESS LICENSE	30,799	36,980	39,664	40,000	38,409	96%	40,000
3240-3245 BUSINESS LICENSE PROCESSING FEE	20,720	56,402	72,760	65,000	74,353	114%	70,000
3250-0000 DOCUMENTARY TAXES	55,869	98,098	38,113	100,000	23,613	24%	50,000
3260-0000 ADMISSION TAXES	576,220	642,675	638,509	700,000	435,447	62%	650,000
	<u>13,141,929</u>	<u>15,404,302</u>	<u>15,704,741</u>	<u>15,684,475</u>	<u>9,888,933</u>	<u>63%</u>	<u>15,671,923</u>
<b>3300 LICENSES, FEES AND PERMITS</b>							
3320-0000 CONSTRUCTION PERMITS	284,111	262,647	432,562	330,500	202,556	61%	300,000
3325-0000 COMMERCIAL AND HOME OCCUPANCY PEF	20,068	23,881	19,814	24,000	15,332	64%	21,500
3330-0000 PLANNING REVIEW	35,442	28,896	27,058	34,500	20,886	61%	30,000
3335-0000 GARAGE SALE PERMITS	1,128	1,785	1,685	2,000	1,310	66%	2,250
3345-0000 ATM TRANSACTION FEE	(514)	1,365	1,828	2,500	861	34%	2,250
3350-0000 BUSINESS LICENSE PERMITS	6,660	7,905	7,025	9,500	8,390	88%	8,000
3390-0000 BANNER AND SIGN PERMITS	14,384	10,950	16,368	15,500	13,257	86%	16,000
	<u>361,279</u>	<u>337,429</u>	<u>506,341</u>	<u>418,500</u>	<u>262,592</u>	<u>63%</u>	<u>380,000</u>
<b>3400 FINES AND FORFEITS</b>							
3410-0000 VEHICLE CODE FINES	15	524	-	-	-	0%	-
3415-0000 VEHICLE REPOSSESSION FEES	950	660	1,020	1,000	570	57%	1,000
3420-0000 GENERAL COURT FINES	4,869	4,073	4,134	5,000	2,339	47%	5,000
3425-0000 CODE ENFORCEMENT CITATIONS	16,890	12,428	18,453	13,000	18,778	144%	20,000
3430-0000 PARKING CITATIONS	476,121	416,004	394,634	425,000	249,141	59%	399,000
3435-0000 ANIMAL CONTROL VIOLATIONS	-	-	-	-	-	0%	-
	<u>498,845</u>	<u>433,689</u>	<u>418,240</u>	<u>444,000</u>	<u>270,828</u>	<u>61%</u>	<u>425,000</u>
<b>3500 INTEREST INCOME</b>							
3500-0000 INTEREST INCOME	78,123	135,569	379,349	-	30,816	0%	-
3508-0000 NET INCR/DECR FAIR VAL INVESTMENT	(59,377)	(779,280)	(491,500)	-	1,218,126	0%	-
3509-0000 INTEREST INCOME - LEASES	-	13,281	12,438	-	-	0%	-
3510-0000 FILMING REVENUE	540	36,239	60,331	95,000	20,586	22%	70,000
3520-0000 RENTAL INCOME	562,144	616,410	630,488	606,761	517,783	85%	635,000
3525-0000 LEASE REVENUE	-	43,559	27,133	-	-	0%	-
	<u>581,430</u>	<u>65,778</u>	<u>591,106</u>	<u>701,761</u>	<u>1,787,312</u>	<u>255%</u>	<u>705,000</u>

**CITY OF SAN FERNANDO  
GENERAL FUND  
PROJECTED REVENUE DETAIL  
FISCAL YEAR 2024-2025**

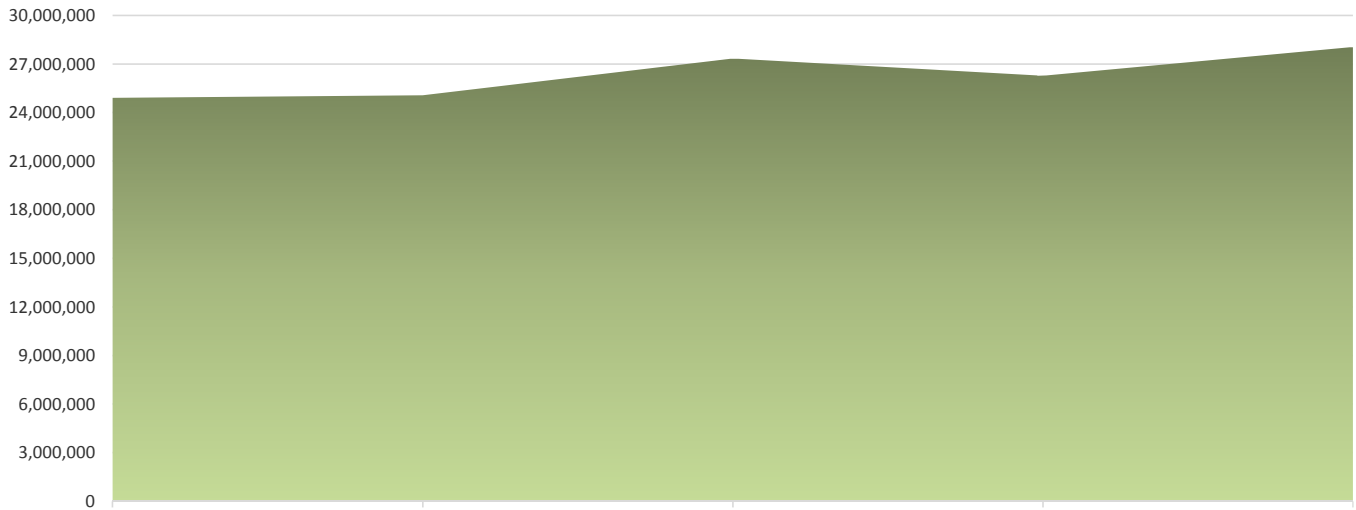
<b>Account Number &amp; Title</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>As of</b>	<b>2024</b>	<b>2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>03/31/2023</b>	<b>% Rec'd</b>	<b>Proposed</b>
<b>3600 REVENUE FROM OTHER AGENCIES</b>							
3605-0000 MOTOR VEHICLE IN-LIEU TAX	18,488	28,597	-	18,000	-	0%	0
3605-3110 PROP TAX IN LIEU OF MOTR VHCL LIC FEES	2,774,444	2,872,882	3,077,453	2,800,000	1,692,320	60%	3,400,000
3625-0000 HOMEOWNERS PROPERTY TAX RELIEF	8,844	8,844	15,517	10,000	7,725	77%	10,000
3655-0000 P.O.S.T. REIMBURSEMENT	4,444	17,397	25,579	11,500	4,620	40%	20,000
3668-3689 COVID-19 GLOBAL OUTBREAK	-	17,845	-	-	-	0%	-
3685-0000 CALIF REIMB FOR MANDATED COSTS	10,223	11,586	13,029	6,000	42	1%	15,000
3688-0000 CORRECTIONS TRAINING	2,112	6,864	6,952	7,500	5,947	79%	7,500
3690-0000 REDEVELOPMENT AGENCY REIMB.	-	-	-	-	-	0%	-
3696-3641 COPS HIRING PROGRAM	-	-	-	-	-	0%	-
3699-0000 MISCELLANEOUS REIMBURSEMENTS	-	-	4,235	-	-	0%	-
	<b>2,818,554</b>	<b>2,964,015</b>	<b>3,142,765</b>	<b>2,853,000</b>	<b>1,710,654</b>	<b>60%</b>	<b>3,452,500</b>
<b>3700 CHARGES FOR SERVICES</b>							
3705-0000 ZONING & PLANNING FEES	109,026	123,914	117,395	129,000	129,282	100%	150,000
3706-0000 PUBLIC NOTIFICATION FEES	-	247	775	500	1,281	256%	1,000
3708-0000 ENVIRONMENTAL ASSESSMENT FEES	-	4,800	-	2,000	7,920	396%	5,000
3710-0000 DUPLICATING FEES	15,850	19,050	20,363	21,000	14,020	67%	20,000
3712-0000 CODE ENFORCEMENT INSPECTION ORDERS	3,782	6,687	4,704	6,000	1,769	29%	5,000
3714-0000 INSPECTION UPON RESALE PROGRAM	22,800	26,880	14,640	24,000	11,724	49%	20,000
3715-0000 SPECIAL POLICE SERVICES	149,683	95,012	101,185	150,000	65,192	43%	450,000
3715-0039 TREASURY FORFEITURE	-	1,047	-	-	-	0%	-
3720-0000 FINGERPRINT SERVICES	33,020	30,368	33,103	35,500	24,205	68%	35,000
3723-0000 DUI RECOVERY COST PROGRAM	-	-	1,004	-	-	0%	-
3725-0000 BOOKING & PROCESSING FEE REIMB	10,870	3,910	22	-	-	0%	-
3726-0000 VEHICLE INSPECTION FEES	4,940	2,330	3,780	4,500	3,305	73%	5,000
3728-0000 VENDOR INSPECTION FEES	8,013	19,620	24,386	17,500	20,135	115%	25,000
3730-0000 ENGINEERING & INSPECTION FEES	94,530	119,760	55,051	104,500	58,576	56%	75,000
3738-0000 SPECIAL EVENT SERVICES	-	-	-	-	-	0%	-
3740-0000 WEED ABATEMENT	16,951	-	-	-	-	0%	-
3777-0000 FACILITY RENTAL	1,319	30,594	68,940	30,500	72,237	237%	75,000
3780-0000 COURT COMMITMENT PROGRAM	22,051	41,197	16,550	40,000	2,250	6%	20,000
3781-0000 IMPOUNDED VEHICLES	31,775	31,889	25,970	29,500	17,922	61%	30,385
3783-0000 VEHICLE ADMIN. PROCESSING FEE	7,630	9,205	6,325	9,000	3,500	39%	9,000
3785-0000 ALARM FEES	28,479	27,047	27,448	31,500	18,568	59%	35,000
3789-0000 POLICE ADMINISTRATIVE FEES	813	568	3,951	500	1,417	283%	1,000
3795-0000 ADMINISTRATIVE OVERHEAD	1,486,139	1,516,764	1,508,850	1,675,979	1,117,319	67%	1,728,419
	<b>2,047,671</b>	<b>2,110,888</b>	<b>2,034,443</b>	<b>2,311,479</b>	<b>1,570,622</b>	<b>68%</b>	<b>2,689,804</b>
<b>3800 MISCELLANEOUS REVENUE</b>							
3855-0000 PARKING METER REV-CIVIC CENTER	40,621	50,426	50,689	50,500	40,130	79%	55,000
3890-0195 RELAY FOR LIFE	-	-	-	-	-	0%	-
	<b>40,621</b>	<b>50,426</b>	<b>50,689</b>	<b>50,500</b>	<b>40,130</b>	<b>79%</b>	<b>55,000</b>



**CITY OF SAN FERNANDO  
GENERAL FUND  
PROJECTED REVENUE DETAIL  
FISCAL YEAR 2024-2025**

Account Number & Title	2021	2022	2023	2024	As of	2024	2025
	Actuals	Actuals	Actuals	Adjusted	03/31/2023	% Rec'd	Proposed
<i>3900 OTHER REVENUE</i>							
3900-0000 OTHER REVENUE	-	-	-	-	-	0%	-
3901-0000 MISCELLANEOUS REVENUE	62,998	35,119	14,276	32,000	36,077	113%	15,000
3910-0000 SALE OF PROPERTY & EQUIPMENT	1	900	-	-	8,400	0%	-
3920-0000 GENERAL CITY ELECTION	2,976	-	-	-	3,000	0%	-
3930-0000 MALL MAINTENANCE LEVY	-	-	-	-	-	0%	-
3945-0000 BOND/LOAN PROCEEDS	1,498,189	-	-	-	-	0%	-
3947-0000 SA ADMINISTRATIVE COST ALLOWANCE	250,000	-	-	-	-	0%	-
3949-0000 SOLID WASTE ADMIN FEES	193	361	126	500	980	196%	250
3950-0000 PROPERTY DAMAGE REIMBURSEMENT	6,204	323	40,586	15,000	9,075	60%	15,000
3960-0000 AREA B ASSESSMENT ADMIN LEVY	1,996	2,443	2,245	2,000	1,934	97%	2,250
3961-0000 TRANSFER FROM GAS TAX FUND	205,000	228,036	250,000	250,000	166,667	67%	250,000
3963-0000 TRANSFER FROM TRAFFIC SAFETY	-	-	-	-	-	0%	-
3972-0000 TRNSFR FROM COPS SLESF FUND 2	125,000	125,004	150,000	150,000	100,000	67%	150,000
3976-0000 TRANSFER-FIRE RETIREMENT TRNSF	-	-	-	-	-	0%	-
3978-0000 TRANS FROM RETIREMENT TAX FUND	-	-	-	-	-	0%	-
3979-0000 TRANSFER FROM PAVEMENT MGMT	-	-	-	-	-	0%	-
3992-0000 TRANSFER FROM SEWER	60,000	60,000	60,000	60,000	40,000	67%	60,000
3995-0000 TRANSFER FROM THE WATER FUND	60,000	60,000	60,000	60,000	40,000	67%	60,000
	<u>2,272,556</u>	<u>512,186</u>	<u>577,233</u>	<u>569,500</u>	<u>406,132</u>	<u>71%</u>	<u>552,500</u>
<b>TOTAL GENERAL FUND PROJECTED REVENUE</b>	<b>\$ 24,912,062</b>	<b>\$ 25,076,804</b>	<b>\$ 27,355,041</b>	<b>\$ 26,278,215</b>	<b>\$ 18,272,232</b>	<b>70%</b>	<b>\$ 28,055,808</b>

**General Fund Revenue History**



**GENERAL FUND  
SUMMARY OF APPROPRIATIONS BY DIVISION - 5 YEAR HISTORY  
FISCAL YEAR 2024-2025**

		2021	2022	2023	2024	2025
<b>CITY MANAGER'S OFFICE</b>		Actual	Actual	Actual	Adjusted	Proposed
001-101	City Council	155,139	218,120	167,760	254,491	220,589
001-105	Administration	420,362	532,325	732,876	708,025	767,662
001-106	Personnel <sup>1</sup>	392,400	462,976	534,929	569,646	-
001-107	Economic Development <sup>2</sup>	-	-	48,723	308,116	348,193
001-110	City Attorney	225,347	242,830	306,165	270,000	275,625
001-112	Labor Attorney <sup>3</sup>	114,445	195,760	370,710	150,000	-
001-500	Fire Services - Contract	2,819,881	3,193,147	3,062,793	3,217,325	3,350,000
<b>Total City Manager's Office</b>		<b>4,127,574</b>	<b>4,845,158</b>	<b>5,223,955</b>	<b>5,477,603</b>	<b>4,962,069</b>

		2021	2022	2023	2024	2025
<b>CITY CLERK</b>		Actual	Actual	Actual	Adjusted	Proposed
001-115	City Clerk	280,973	349,537	367,354	414,333	418,249
001-116	Elections	47,301	2,322	38,678	68,000	3,000
<b>Total City Clerk</b>		<b>328,274</b>	<b>351,859</b>	<b>406,033</b>	<b>482,333</b>	<b>421,249</b>

		2021	2022	2023	2024	2025
<b>ADMINISTRATIVE SERVICES</b>		Actual	Actual	Actual	Adjusted	Proposed
001-130	Finance	731,350	747,198	972,736	1,053,657	1,084,042
001-131	Treasury	89,427	-	-	-	-
001-133	Human Resources/Risk Mgmt <sup>1</sup>	-	-	-	-	571,503
001-135	Information Technology	365,450	425,887	518,741	718,519	687,491
001-180	Retirement Health Premiums	1,011,782	1,038,911	993,648	1,500,000	1,500,000
001-190	Non-Departmental	858,048	2,310,424	3,375,457	803,208	1,219,951
001-112	Labor Attorney	-	-	-	-	79,375
<b>Total Administrative Services</b>		<b>3,056,057</b>	<b>4,522,421</b>	<b>5,860,582</b>	<b>4,075,384</b>	<b>5,142,362</b>

		2021	2022	2023	2024	2025
<b>COMMUNITY DEVELOPMENT</b>		Actual	Actual	Actual	Adjusted	Proposed
001-140	Building and Safety	191,954	83,569	122,623	227,357	214,637
001-150	Planning/Administration	433,013	391,683	558,015	463,805	396,847
001-151	Economic Development	42,065	33,955	-	-	-
001-152	Community Preservation	527,313	387,771	492,999	763,947	704,706
001-155	Low/Moderate Income Housing	-	-	70,363	207,812	208,683
<b>Total Community Development</b>		<b>1,194,346</b>	<b>896,978</b>	<b>1,244,000</b>	<b>1,662,921</b>	<b>1,524,873</b>

		2021	2022	2023	2024	2025
<b>POLICE</b>		Actual	Actual	Actual	Adjusted	Proposed
001-222	Administration	1,127,825	1,384,071	1,596,093	1,821,036	1,586,156
001-224	Detectives	1,163,289	1,247,076	1,220,718	1,212,229	1,056,032
001-225	Patrol	6,817,236	6,394,565	7,656,286	7,053,808	7,339,449
001-226	Reserves/Explorers	50,458	62,281	104,834	73,528	112,968
001-230	Community Service	306,590	226,198	291,754	317,833	294,644
001-250	Emergency Services	-	3,742	1,128	5,250	5,250
<b>Total Police Department</b>		<b>9,465,397</b>	<b>9,317,932</b>	<b>10,870,812</b>	<b>10,483,684</b>	<b>10,394,499</b>

**GENERAL FUND  
SUMMARY OF APPROPRIATIONS BY DIVISION - 5 YEAR HISTORY  
FISCAL YEAR 2024-2025**

	2021	2022	2023	2024	2025
<b>PUBLIC WORKS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
001-310 Administration	623,282	736,703	951,596	894,526	851,319
001-311 Street Maintenance	430,104	250,118	641,812	745,449	883,794
001-312 Graffiti Removal	-	-	45,021	81,383	69,128
001-320 Equipment Maintenance	2,012	2,441	-	-	-
001-343 Street Sweeping	34,700	34,700	36,455	36,435	36,435
001-346 Streets, Trees, & Parkways	60,782	116,244	111,631	426,000	172,104
001-370 Traffic Safety	142,921	89,505	282,549	330,612	294,287
001-371 Traffic Signals	57,837	81,898	-	-	-
001-390 Facility Maintenance	163	804	-	-	-
<b>Total Public Works</b>	<b>1,351,801</b>	<b>1,312,414</b>	<b>2,069,065</b>	<b>2,514,404</b>	<b>2,307,067</b>

	2021	2022	2023	2024	2025
<b>RECREATION &amp; COMM SERVICES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
001-420 Administration	723,152	534,805	481,047	390,461	405,238
001-422 Community Services	113,196	117,395	235,015	319,482	430,001
001-423 Recreation	354,470	523,929	718,698	732,798	837,896
001-424 Special Events	64,871	182,341	221,133	420,288	303,806
001-430 Aquatics	-	-	203	-	-
<b>Total Recreation &amp; Comm Services</b>	<b>1,255,689</b>	<b>1,358,469</b>	<b>1,656,096</b>	<b>1,863,029</b>	<b>1,976,941</b>

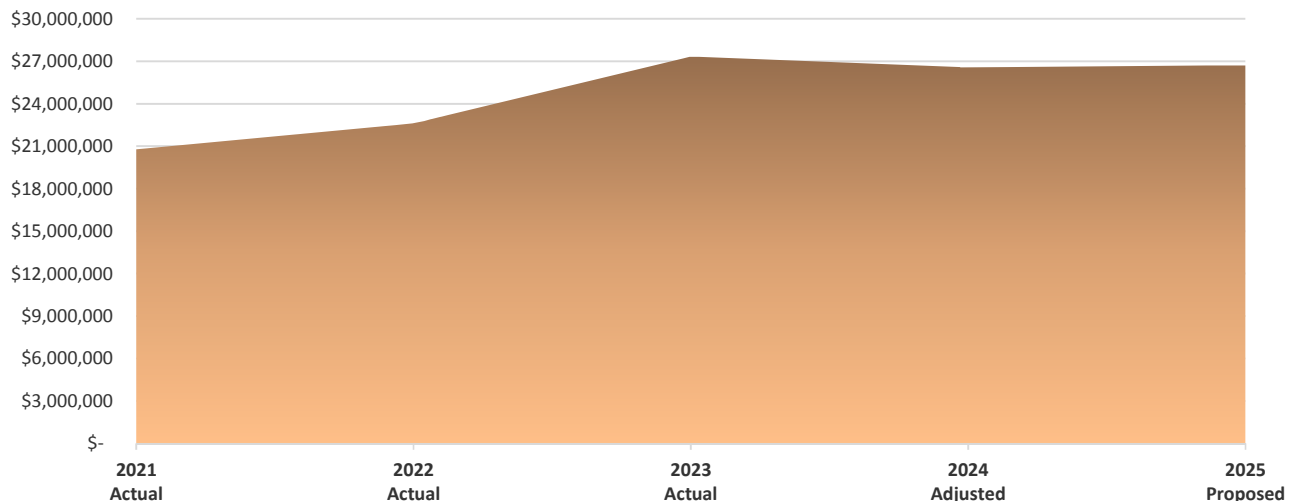
<b>TOTAL GENERAL FUND</b>	<b>\$ 20,779,138</b>	<b>\$ 22,605,231</b>	<b>\$ 27,330,543</b>	<b>\$ 26,559,357</b>	<b>\$ 26,729,059</b>
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<sup>1</sup> Personnel Division recommended to be moved from City Manager's Office to Administrative Services in FY 2024-2025

<sup>2</sup> Economic Development Division moved from Community Development to City Manager's Office in FY 2022-2023

<sup>3</sup> Labor Attorney Contract recommended to be moved from City Manager's Office to Administrative Services in FY 2024-2025

**General Fund Expenditure History**



**CITY OF SAN FERNANDO  
GENERAL FUND  
SUMMARY OF APPROPRIATIONS BY DIVISION - BY TYPE  
FISCAL YEAR 2024-2025**

The total budget for each General Fund division, by department. This summary provides an overview of each division's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital/Transfers, and Internal Service Charges.

<b>CITY MANAGER'S OFFICE</b>		<b>Personnel</b>	<b>Operating</b>	<b>Capital Expenses</b>	<b>Internal Svc. Chrg.</b>	<b>Total Budget</b>
01-101	City Council	154,757	45,000	-	20,832	220,589
01-105	Administration	661,188	30,393	-	76,081	767,662
01-106	Personnel	-	-	-	-	-
01-107	Economic Development	267,609	53,600	-	26,984	348,193
01-110	City Attorney	-	275,625	-	-	275,625
01-112	Labor Attorney	-	-	-	-	-
01-500	Fire Services - Contract	-	3,350,000	-	-	3,350,000
<b>Total City Manager's Office</b>		<b>1,083,554</b>	<b>3,754,618</b>	<b>-</b>	<b>123,897</b>	<b>4,962,069</b>

<b>CITY CLERK</b>		<b>Personnel</b>	<b>Operating</b>	<b>Capital Expenses</b>	<b>Internal Svc. Chrg.</b>	<b>Total Budget</b>
01-115	City Clerk	345,670	28,944	-	43,635	418,249
01-116	Elections	-	3,000	-	-	3,000
<b>Total City Clerk Department</b>		<b>345,670</b>	<b>31,944</b>	<b>-</b>	<b>43,635</b>	<b>421,249</b>

<b>ADMINISTRATIVE SERVICES</b>		<b>Personnel</b>	<b>Operating</b>	<b>Capital Expenses</b>	<b>Internal Svc. Chrg.</b>	<b>Total Budget</b>
01-130	Finance	766,275	214,514	-	103,253	1,084,042
01-133	Human Resources	454,014	46,935	-	70,554	571,503
01-135	Information Technology	182,735	482,399	-	22,357	687,491
01-180	Retirement Health Premiums	1,500,000	-	-	-	1,500,000
01-190	Non-Departmental	448,555	388,978	-	382,418	1,219,951
01-112	Labor Attorney	-	79,375	-	-	79,375
<b>Total Finance Department</b>		<b>3,351,579</b>	<b>1,212,201</b>	<b>-</b>	<b>578,582</b>	<b>5,142,362</b>

<b>COMMUNITY DEVELOPMENT</b>		<b>Personnel</b>	<b>Operating</b>	<b>Capital Expenses</b>	<b>Internal Svc. Chrg.</b>	<b>Total Budget</b>
01-140	Building and Safety	145,546	48,761	-	20,330	214,637
01-150	Planning/Administration	302,560	50,400	-	43,887	396,847
01-152	Community Preservation	541,215	41,600	-	121,891	704,706
01-155	Low/Moderate Income Housing	177,987	5,500	-	25,196	208,683
<b>Total Community Development</b>		<b>1,167,308</b>	<b>146,261</b>	<b>-</b>	<b>211,304</b>	<b>1,524,873</b>

<b>POLICE</b>		<b>Personnel</b>	<b>Operating</b>	<b>Capital Expenses</b>	<b>Internal Svc. Chrg.</b>	<b>Total Budget</b>
01-222	Police Admin	1,147,002	224,249	-	214,905	1,586,156
01-224	Detectives	813,091	20,116	-	222,825	1,056,032
01-225	Patrol	6,274,046	74,890	-	990,513	7,339,449
01-226	Reserves/Explorers	75,665	13,350	-	23,953	112,968
01-230	Community Service	243,851	315	-	50,478	294,644
01-250	Emergency Services	-	5,250	-	-	5,250
<b>Total Police Department</b>		<b>8,553,655</b>	<b>338,170</b>	<b>-</b>	<b>1,502,674</b>	<b>10,394,499</b>

**CITY OF SAN FERNANDO  
GENERAL FUND  
SUMMARY OF APPROPRIATIONS BY DIVISION - BY TYPE  
FISCAL YEAR 2024-2025**

The total budget for each General Fund division, by department. This summary provides an overview of each division's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital/Transfers, and Internal Service Charges.

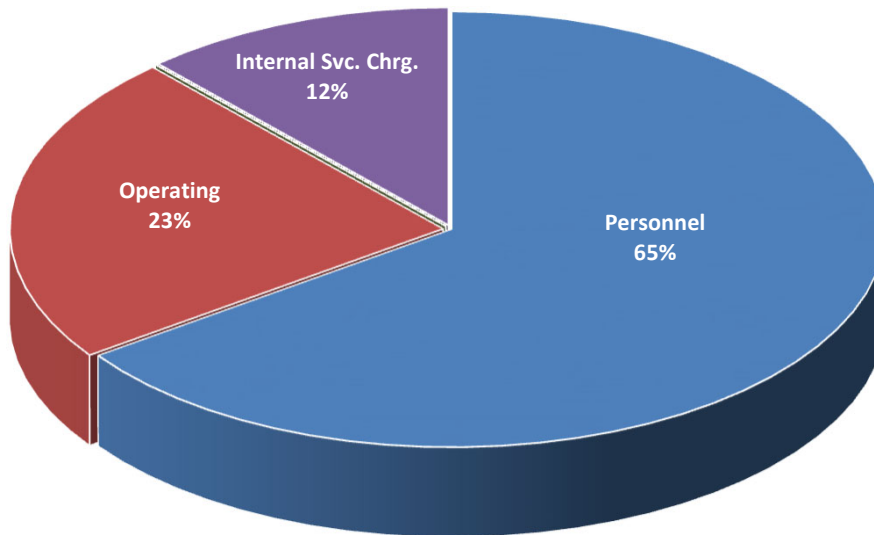
<b>PUBLIC WORKS</b>		<b>Personnel</b>	<b>Operating</b>	<b>Capital Expenses</b>	<b>Internal Svc. Chrg.</b>	<b>Total Budget</b>
01-310	Administration	549,736	228,727	-	72,856	851,319
01-311	Street Maintenance	554,934	151,568	-	177,292	883,794
01-312	Graffiti Removal	46,335	12,520	-	10,273	69,128
01-343	Street Sweeping	-	36,435	-	-	36,435
01-346	Streets, Trees, & Parkways	138,557	10,500	-	23,047	172,104
01-370	Traffic Safety	162,760	49,708	-	81,819	294,287
01-371	Traffic Signals	-	-	-	-	-
<b>Total Public Works</b>		<b>1,452,322</b>	<b>489,458</b>	<b>-</b>	<b>365,287</b>	<b>2,307,067</b>

<b>RECREATION &amp; COMM SERVICES</b>		<b>Personnel</b>	<b>Operating</b>	<b>Capital Expenses</b>	<b>Internal Svc. Chrg.</b>	<b>Total Budget</b>
01-420	Administration	296,707	60,117	-	48,414	405,238
01-422	Community Services	351,260	17,450	-	61,291	430,001
01-423	Recreation	661,969	12,173	-	163,754	837,896
01-424	Cultural Arts and Special Events	153,904	121,680	-	28,222	303,806
<b>Total Recreation &amp; Comm Services</b>		<b>1,463,840</b>	<b>211,420</b>	<b>-</b>	<b>301,681</b>	<b>1,976,941</b>

<b>TOTAL GENERAL FUND</b>		<b>\$ 17,417,928</b>	<b>\$ 6,184,071</b>	<b>\$ -</b>	<b>\$ 3,127,060</b>	<b>\$ 26,729,059</b>
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\*Excludes Special Revenue and Enterprise Funded expenditures.

**General Fund Expenses by Type**



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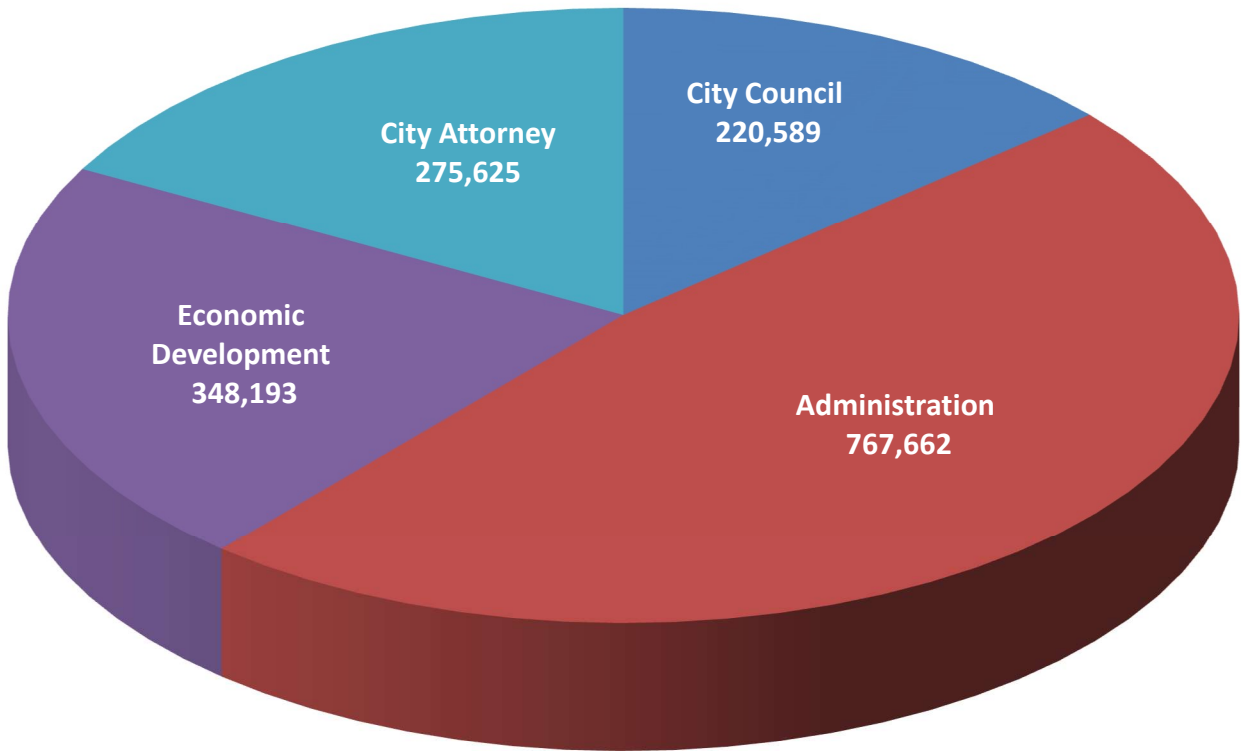
INCORPORATED  
AUG. 31, 1911

CALIFORNIA

# **SECTION IV. DEPARTMENT BUDGETS**

INCORPORATED  
AUG. 31, 1911

# CITY MANAGER'S OFFICE



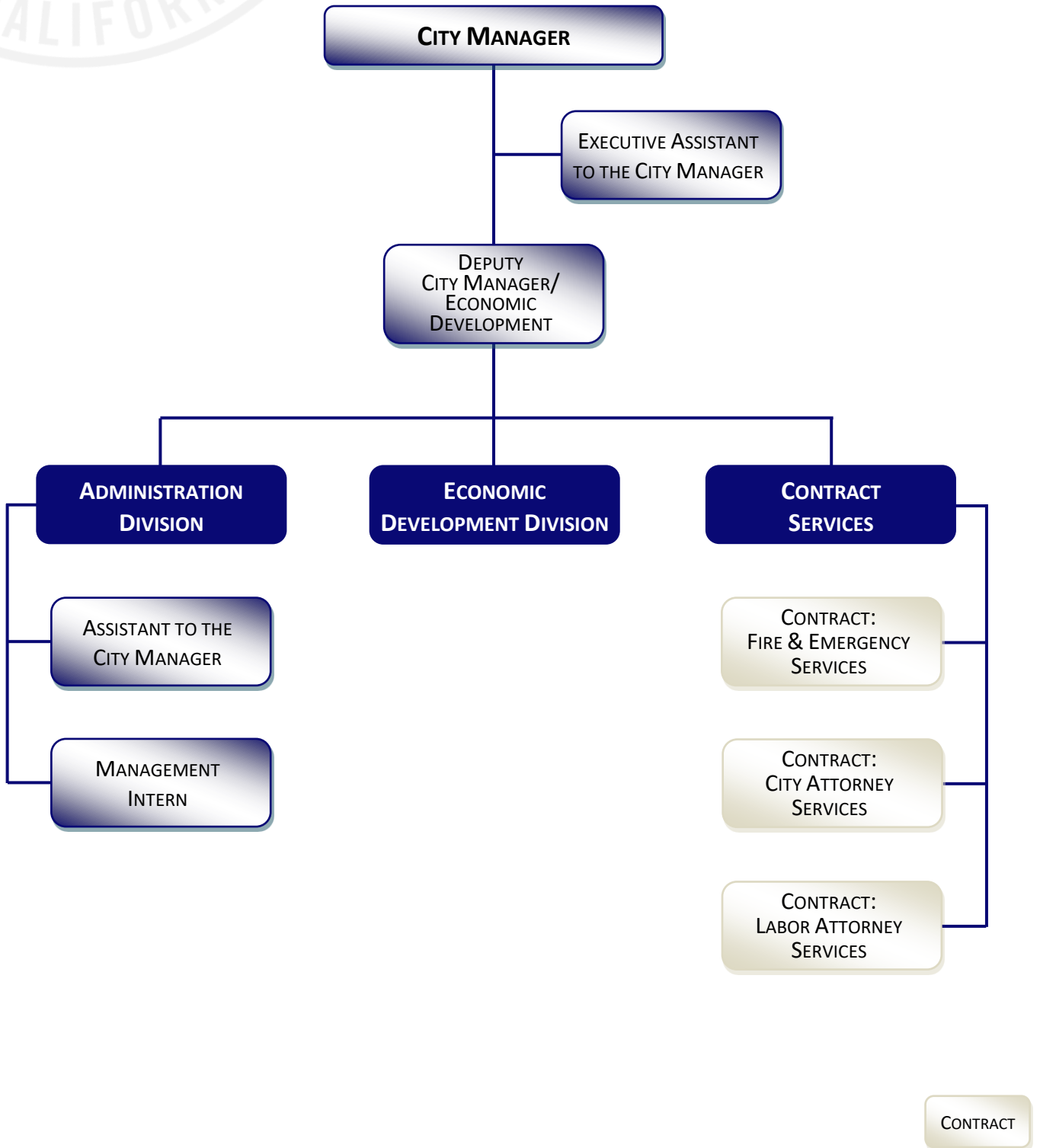


THE CITY OF  
**SAN FERNANDO**

# ORGANIZATIONAL CHART

## CITY MANAGER'S OFFICE

FISCAL YEAR 2024-2025



## MISSION STATEMENT

The mission of the City Manager's Office is to sustain and enhance the quality of life in San Fernando and create a vibrant and economically sustainable community by implementing City Council policies, developing and maintaining responsive City programs and services within approved budgetary guidelines, providing leadership to City staff, maintaining and planning for fiscal integrity, and fostering strong relationships with local and regional businesses and governmental agencies.

## DEPARTMENT OVERVIEW

The City Manager's Office includes Economic Development, and management of the City Attorney, Labor Attorney and Fire and Emergency Medical Services contracts. The City Manager's Office is responsible for managing day-to-day operations of the City, including, but not limited to, facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, implementing economic development policies and programs, and guiding overall fiscal policy.

## ACCOMPLISHMENTS FOR FY 2023-2024

1. Moved City Council's Strategic Goals forward by supporting City Council Ad Hoc Committee Meetings, facilitating strong community outreach (including social media and email campaigns), and pursuing grant funding throughout the fiscal year. See *Performance Measures* section for number of Ad Hoc Committee Meetings supported, community engagement statistics, and grant funding received. (Strategic Goals I.1 and VII.4)
2. Initiated the Downtown Master Plan to help guide future developments and champion place-making efforts to revitalize the City's historic downtown and commercial corridors. The Downtown Master Plan kicked off in November 2023 and staff is working with a City Council Ad Hoc Committee and Community Advisory Committee to move the Plan forward. Community engagement efforts began in December 2023 through a community survey and continued in April 2024 through Community Advisory Committee meetings and a Walkshop. The Plan is tentatively scheduled to be adopted in fiscal year 2024-2025. (Strategic Goal II.2)
3. Hosted a Grand Opening Event on December 6, 2023 to promote the new Business and Community Resource Center (BCRC) in City Hall to connect businesses and residents with available technical and financial resources to help improve the quality of life for residents, business community, and visitors of San Fernando. The BCRC houses the Deputy City Manager/Economic Development, Housing Coordinator, and Social Services Coordinator and provides office space for City partners with North Valley Caring Services (Homeless Outreach), Home Again LA (Housing Support Services), and ICON CDC (small business support). (Strategic Goals I.5, I.6, II.1, and II.3)
4. Collaborated with Metro, Metrolink, and the California Public Utility Commission (CPUC) to ensure the additional traffic and safety studies for the San Fernando segment of the East San Fernando Valley Light Rail Transit project are comprehensive and adequate mitigation measures are

## ACCOMPLISHMENTS FOR FY 2023-2024

implemented prior to moving forward with construction of Phase 2. Metro staff is tentatively scheduled to provide a status update of traffic and safety studies, as well as next steps, to City Council in May 2024. Additionally, staff met with Metro, Metrolink, and CPUC on multiple occasions to discuss railroad crossing safety and will be collaborating to request funding to increase pedestrian and vehicle safety at crossings. (Strategic Goal V.2)

5. Completed executive recruitments and successfully filled the Director of Community Development in August 2023, Director of Public Works in November 2023, and Director of Recreation and Community Services in February 2024. Completed labor negotiations with San Fernando Police Officers' Association (SFPOA) in November 2023 and San Fernando Police Management Unit (SFPMU) in May 2024, as well as a new Executive Compensation Resolution for Executive Management in February 2024. These multi-year agreements provide fair and competitive compensation for City employees while promoting labor relations and stability within the organization. (Strategic Goal VII.3.)
6. Continued to enhance legislative advocacy efforts, pursuant to the Legislative Advocacy Policy, by updating the Legislative Platform for 2024 priorities and federal/state budget allocation requests, submitting letters of support/opposition to local legislators in accordance with the 2024 priorities, and providing letters of support to local organizations pursuing funding opportunities that will benefit the San Fernando community. See *Performance Measures* section for number of Legislative Advocacy Letters submitted. (Strategic Goal I.6, IV.4, and V.5)

### Enhancement to Services:

7. Employee Recognition Program. (\$1,000) (Strategic Goal II.3)  
In August 2023, the City hosted a summer employee picnic at Las Palmas Park that included food, games, and fund for employees and their families, which was attended by approximately 25 staff and their families. In December 2023, the City hosted an Employee Holiday Luncheon that included food and raffle prizes, which was attended by more than 90 staff. The City Manager has also created an Employee Recognition Committee to develop recommendations for awards and events.

## OBJECTIVES FOR FY 2024-2025

1. Move City Council's Strategic Goals forward by supporting City Council Ad Hoc Committees, managing the Community Engagement Framework, engaging in legislative advocacy, and pursuing grant funding and initiate the strategic goal visioning process for the City Council's next five-year period. (Strategic Goal I.1, I.6, IV.4, V.5 and VII.4)

## OBJECTIVES FOR FY 2024-2025

2. Complete the Downtown Master Plan, serving as a tool to help guide future developments and champion place-making efforts to revitalize the City's historic downtown and commercial corridors. (Strategic Goal II.2)
3. Increase customer access to City information and services by completing the website redesign project and fully implementing the *My San Fernando* mobile application. (Strategic Goal I.1 and I.3)
4. Complete labor negotiations with San Fernando Management Group (SFMG), San Fernando Police Civilians Association (SFPCA) and San Fernando Part-Time Bargaining Unit (SFPTBU) for successor MOUs to promote labor relations and financial stability within the organization. (Strategic Goal VII.3.)
5. Continue efforts to evolve the organization by emphasizing training and professional development, coaching employees on Core Values, establishing clear performance and service expectations, and fully implementing the Community Engagement Framework. (Strategic Goal I)
6. Continue to enhance the Business and Community Resource Center through new services and strengthened relationships. (Strategic Goal II).

### **Proposed Enhancement to Services:**

7. Marketing Materials for Business and Community Resource Center (BCRC): \$2,000 - One-Time (Strategic Goal I.)

To foster stronger connections with both the community and local businesses, the City plans to invest in refreshed marketing materials. This includes acquiring a new pop-up banner, portable PA system, branded table covers, engaging giveaways and a self-help kiosk.

**PERFORMANCE MEASURES**

<b>ADMINISTRATION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Net New Business Licenses	205	176	200	200	210
B. \$ of Sales and Business Tax Revenue	\$11,536,092*	\$13,591,564	\$13,114,217	\$13,824,838	\$14,039,785
C. \$ of Grants Received	\$20,268,333	\$12,204,613	\$19,390,753	\$20,000,000	\$15,000,000
D. # of Agenda Items Presented to Council	248	246	236	250	250
E. # City Council Ad Hoc Meetings Supported	**	**	35	20	30
F. # of Social Media Posts	2,297	2,403	2,989	3,200	3,350
G. # of Email Engagement Campaigns	134	170	225	223	235
H. # Legislative Advocacy Letters	10	15	18	36	40
I. # Professional Development Hours Completed	**	**	**	93	100

\* FY 2021 Includes 1<sup>st</sup> Year of Measure SF Funding

\*\* Not Previously Tracked

**FUNDING SUMMARY FOR FY 2024-2025**
**SOURCES:**

	2021	2022	2023	2024	2025
<b>CITY MANAGER'S OFFICE</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
General Revenue	4,127,574	4,845,158	5,223,955	5,477,603	4,962,069
<b>TOTAL FUNDING SOURCES</b>	<b>4,127,574</b>	<b>4,845,158</b>	<b>5,223,955</b>	<b>5,477,603</b>	<b>4,962,069</b>

**USES:**

	2021	2022	2023	2024	2025
<b>CITY MANAGER'S OFFICE</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
01-101 City Council	155,139	218,120	167,760	254,491	220,589
01-105 Administration	420,362	532,325	732,876	708,025	767,662
01-106 Personnel <sup>(1)</sup>	392,400	462,976	534,929	569,646	-
01-107 Economic Development <sup>(2)</sup>	-	-	48,723	308,116	348,193
01-110 City Attorney	225,347	242,830	306,165	270,000	275,625
01-112 Labor Attorney <sup>(3)</sup>	114,445	195,760	370,710	150,000	-
01-500 Fire Services - Contract	2,819,881	3,193,147	3,062,793	3,217,325	3,350,000
<b>TOTAL FUNDING USES</b>	<b>4,127,574</b>	<b>4,845,158</b>	<b>5,223,955</b>	<b>5,477,603</b>	<b>4,962,069</b>

**PERSONNEL:**

	2021	2022	2023	2024	2025
<b>CITY MANAGER'S OFFICE</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
City Manager	1.00	1.00	1.00	1.00	1.00
Deputy City Manager/Econ. Development	0.00	0.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	1.00	1.00	1.00	1.00
Economic Development Manager	0.00	1.00	0.00	0.00	0.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00
Management Intern	0.00	0.46	0.46	0.46	0.46
Personnel Manager <sup>(1)</sup>	1.00	1.00	1.00	1.00	0.00
Personnel Technician <sup>(1)</sup>	1.00	1.00	1.00	1.00	0.00
Personnel Assistant <sup>(1)</sup>	0.70	1.00	1.00	1.00	0.00
Office Clerk (FTE) <sup>(1)</sup>	0.00	0.00	0.46	0.46	0.00
<b>TOTAL CITY MANAGER'S OFFICE PERSONNEL</b>	<b>4.70</b>	<b>7.46</b>	<b>7.92</b>	<b>7.92</b>	<b>4.46</b>

<sup>1</sup> Personnel Division recommended to be moved from City Manager's Office to Administrative Services in FY 2024-2025

<sup>2</sup> Economic Development Division moved from Community Development to City Manager's Office in FY 2022-2023

<sup>3</sup> Labor Attorney Contract recommended to be moved from City Manager's Office to Administrative Services in FY 2024-2025

**CITY COUNCIL****DIVISION No. 101****DIVISION OVERVIEW**

Serving as the City's legislative body, the City Council establishes policy for the City. Its members are elected at large on a nonpartisan basis to four-year overlapping terms. The Mayor is a member of the City Council that is selected annually by their peers, and acts as the ceremonial head of the City.

The City Council also sits as the Board of Directors for the Public Financing Authority and Parking Authority. Individual Councilmembers also serve on various regional and local organizations to collaborate or to voice concerns on issues that may affect San Fernando's quality of life.

The City Council has the authority to create advisory bodies on matters of policy and to regularly appoint residents to serve on City's boards and commissions. Regular City Council meetings are held on the first and third Monday of every month. Special and adjourned meetings are conducted on an as-needed basis.

**Dept: City Manager's Office**  
**Div: City Council**

		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/23	% Used	Adopted
001-101-0000-4101	SALARIES-PERMANENT EMPLOYEES	63,285	61,879	59,195	42,125	27,497	65%	36,040
001-101-0000-4111	COMMISSIONER'S REIMBURSEMENT	-	3,000	2,750	3,000	1,250	42%	3,000
001-101-0000-4120	O.A.S.D.I.	6,192	6,063	5,905	6,244	2,941	47%	5,454
001-101-0000-4126	HEALTH INSURANCE	34,862	27,438	30,048	46,673	13,768	29%	64,736
001-101-0000-4128	DENTAL INSURANCE	5,148	3,729	3,940	-	1,414	0%	2,023
001-101-0000-4130	WORKER'S COMPENSATION INS.	956	1,677	3,485	-	2,686	0%	7,129
001-101-0000-4136	OPTICAL INSURANCE	1,006	669	672	-	232	0%	675
001-101-0000-4138	LIFE INSURANCE	423	450	468	468	234	50%	450
001-101-0101-4140	WELLNESS BENEFIT - S. BALLIN	600	600	600	-	-	0%	-
001-101-0102-4140	WELLNESS BENEFIT - H. PACHECO	600	389	103	-	-	0%	-
001-101-0103-4140	WELLNESS BENEFIT - J. FAJARDO	600	-	600	750	-	0%	750
001-101-0104-4140	WELLNESS BENEFIT C. RODRIGUEZ	-	-	271	750	-	0%	750
001-101-0107-4140	WELLNESS BENEFIT M. MENDOZA	-	141	600	750	-	0%	750
001-101-0108-4140	WELLNESS BENEFIT - C. MONTANEZ	-	-	-	750	-	0%	-
001-101-0113-4140	WELLNESS BENEFIT - M. SOLORIO	-	-	-	750	-	0%	750
001-101-0114-4140	WELLNESS BENEFIT - V. GARCIA	-	-	-	-	-	0%	750
001-101-0000-4141	TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	7,500
001-101-0000-4142	AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	24,000
<b>Personnel Costs</b>		<b>113,672</b>	<b>106,034</b>	<b>108,637</b>	<b>102,260</b>	<b>50,022</b>	<b>49%</b>	<b>154,757</b>
001-101-0000-4260	CONTRACTUAL SERVICES	-	19,325	50	-	-	0%	-
001-101-0000-4270	PROFESSIONAL SERVICES	2,202	3,750	4,400	72,500	14,672	20%	8,500
001-101-0000-4300	DEPARTMENT SUPPLIES	1,097	5,140	6,530	5,075	3,757	74%	8,000
001-101-0000-4370	MEETINGS, MEMBERSHIPS & TRAVEL	-	500	-	-	-	0%	-
001-101-0000-4390	MILEAGE REIMBURSEMENT	18,187	18,048	18,187	18,500	11,077	60%	-
001-101-0000-4430	ACTIVITIES & PROGRAMS	-	-	-	2,500	1,239	50%	-
001-101-0101-4370	MEETINGS & TRAVEL - S. BALLIN	-	3,531	-	-	-	0%	-
001-101-0101-4380	SUBSCRIPTIONS, DUES & MMBRSHIPS	-	100	-	-	-	0%	-
001-101-0102-4220	PHONE & PAGER - H. PACHECO	618	603	341	-	-	0%	-
001-101-0102-4370	MEETINGS & TRAVEL - H. PACHECO	-	3,346	-	-	-	0%	-
001-101-0103-4220	PHONE & PAGER - J. FAJARDO	111	-	-	-	-	0%	-
001-101-0103-4370	MEETINGS & TRAVEL - J. FAJARDO	-	-	-	5,000	-	0%	5,000
001-101-0103-4380	SUBSCRIPTIONS, DUES & MMBRSHIPS	-	-	-	700	-	0%	700
001-101-0104-4370	MEETINGS & TRAVEL - C RODRIGUEZ	25	4,425	1,503	5,000	3,896	78%	5,000
001-101-0104-4380	MEMBERSHIPS & SUBSCRIPTIONS - C RODRIGUEZ	1,000	-	-	700	-	0%	700
001-101-0107-4370	MEETINGS & TRAVEL - M MENDOZA	50	4,125	1,417	5,000	2,770	55%	5,000
001-101-0107-4380	MEMBERSHIPS & SUBSCRIPTIONS - M MENDOZA	100	-	-	700	-	0%	700
001-101-0108-4220	PHONE & PAGER - C. MONTANEZ	242	552	614	-	260	0%	-
001-101-0108-4370	MEETINGS & TRAVEL - C. MONTANEZ	-	-	-	5,000	-	0%	-
001-101-0108-4380	SUBSCRIPTIONS, DUES & MMBRSHIPS - C. MONTANEZ	-	-	-	700	-	0%	-
001-101-0113-4370	MEETINGS & TRAVEL - M. SOLORIO	-	-	1,447	5,000	2,194	44%	5,000
001-101-0113-4380	SUBSCRIPTION DUES - M. SOLORIO	-	-	-	700	-	0%	700
001-101-0114-4370	MEETINGS & TRAVEL - V. GARCIA	-	-	-	-	-	0%	5,000
001-101-0114-4380	MEMBERSHIPS & SUBSCRIPTIONS - V. GARCIA	-	-	-	-	-	0%	700
001-101-3689-4126	COVID-19 GLOBAL OUTBREAK	2,329	2,329	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>		<b>25,961</b>	<b>65,774</b>	<b>34,489</b>	<b>127,075</b>	<b>39,866</b>	<b>31%</b>	<b>45,000</b>
001-101-0000-4706	LIABILITY CHARGE	-	8,364	7,068	7,895	3,948	50%	8,437
001-101-0000-4743	FACILITY MAINTENANCE CHARGE	15,506	12,948	12,576	12,261	6,131	50%	12,395
<b>Internal Service Charges</b>		<b>15,506</b>	<b>21,312</b>	<b>19,644</b>	<b>20,156</b>	<b>10,078</b>	<b>50%</b>	<b>20,832</b>
001-101-0000-4500	CAPITAL EXPENSES	-	-	4,990	5,000	-	0%	-
<b>Capital Costs</b>		<b>-</b>	<b>-</b>	<b>4,990</b>	<b>5,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>
001-101-0000-4932	TRANSFER TO CAPITAL OUTLAY FD	-	25,000	-	-	-	0%	-
<b>Transfers</b>		<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>		<b>155,139</b>	<b>218,120</b>	<b>167,760</b>	<b>254,491</b>	<b>99,966</b>	<b>76%</b>	<b>220,589</b>



**CITY MANAGER'S OFFICE****DIVISION No. 105****DIVISION OVERVIEW**

The City Manager serves as the professional administrator of the City and is responsible for coordinating all day-to-day operations and administration. Duties include personnel and labor relations, the preparation and administration of the City budget, inter-governmental relations and implementing the City Council's policies. The City Manager is hired by the City Council and serves as the City Council's chief advisor.

The City Manager's Office also leads the City's economic development effort in improving the quality of life for residents, business community, and visitors of San Fernando.

**Dept: City Manager's Office**  
**Div: City Manager's Office**

Account Number & Title	2021	2022	2023	2024	As of	2024	2025
	Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
001-105-0000-4101 SALARIES-PERMANENT EMPLOYEES	271,084	358,259	486,276	496,986	258,397	52%	520,689
001-105-0000-4103 WAGES-TEMPORARY & PART-TIME	-	7,454	47	5,252	5,909	113%	12,488
001-105-0000-4105 OVERTIME	3,119	1,259	275	-	297	0%	-
001-105-0000-4120 O.A.S.D.I.	16,270	22,817	31,361	31,488	14,137	45%	34,320
001-105-0000-4126 HEALTH INSURANCE	38,966	46,299	49,753	40,959	23,638	58%	70,141
001-105-0000-4128 DENTAL INSURANCE	2,491	2,715	3,165	352	1,503	427%	2,192
001-105-0000-4129 RETIREE HEALTH SAVINGS	-	500	1,299	1,800	584	32%	1,800
001-105-0000-4130 WORKER'S COMPENSATION INS.	4,134	8,318	14,862	7,587	7,976	105%	6,768
001-105-0000-4134 LONG TERM DISABILITY INSURANCE	1,584	1,884	2,933	3,108	1,529	49%	3,516
001-105-0000-4136 OPTICAL INSURANCE	600	457	364	600	471	79%	731
001-105-0000-4138 LIFE INSURANCE	180	203	281	300	140	47%	293
001-105-0000-4140 WELLNESS BENEFIT REIMBURSEMENT	600	600	600	750	-	0%	750
001-105-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	2,700
001-105-0000-4142 AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	4,800
001-105-3689-XXXX COVID-19 GLOBAL OUTBREAK	31,080	11,517	-	-	-	0%	-
<b>Personnel Costs</b>	<b>370,108</b>	<b>462,281</b>	<b>591,217</b>	<b>589,182</b>	<b>314,583</b>	<b>53%</b>	<b>661,188</b>
001-105-0000-4220 TELEPHONE	950	774	661	800	281	35%	800
001-105-0000-4260 CONTRACTUAL SERVICES	1,887	1,675	1,745	2,660	378	14%	2,000
001-105-0000-4270 PROFESSIONAL SERVICES	3,548	590	12,462	3,003	6,699	223%	5,863
001-105-0000-4300 DEPARTMENT SUPPLIES	1,607	5,691	3,074	8,500	1,724	20%	8,500
001-105-0000-4360 PERSONNEL TRAINING	-	50	-	2,000	300	15%	2,000
001-105-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	4,679	4,393	7,903	7,500	3,728	50%	7,500
001-105-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	2,960	3,588	3,487	3,230	1,930	60%	3,230
001-105-0000-4390 MILEAGE REIMBURSEMENT	3,610	3,610	3,714	3,700	2,408	65%	500
001-105-3689-XXXX COVID-19 GLOBAL OUTBREAK	-	689	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>19,241</b>	<b>21,060</b>	<b>33,047</b>	<b>31,393</b>	<b>17,447</b>	<b>56%</b>	<b>30,393</b>
001-105-0000-4706 LIABILITY CHARGE	-	23,100	55,428	47,848	23,924	50%	36,046
001-105-0000-4743 FACILITY MAINTENANCE CHARGE	31,012	25,884	53,184	39,602	19,801	50%	40,035
<b>Internal Service Charges</b>	<b>31,012</b>	<b>48,984</b>	<b>108,612</b>	<b>87,450</b>	<b>43,725</b>	<b>50%</b>	<b>76,081</b>
<b>Division Total</b>	<b>420,362</b>	<b>532,325</b>	<b>732,876</b>	<b>708,025</b>	<b>375,755</b>	<b>53%</b>	<b>767,662</b>

**ECONOMIC DEVELOPMENT****DIVISION No. 151****DIVISION OVERVIEW**

The Economic Development Division is responsible for assisting the City Manager in executing City Council's vision for economic development to create a vibrant and economically sustainable City. The Division implements economic development policies and programs, negotiates and administers development agreements, and represents the City with various economic development organizations and initiatives. The Division strives to create new job opportunities, retain existing businesses, attract new investments, boost commercial activities and sales tax revenues, create vibrant neighborhoods, and improve the quality of life for residents, business community, and visitors of San Fernando.

**Dept: City Manager's Office**  
**Div: Economic Development**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-107-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	210,419	193,116	106,449	55%	235,087
001-107-0000-4120 O.A.S.D.I.	-	-	12,035	12,563	6,359	51%	13,965
001-107-0000-4126 HEALTH INSURANCE	-	-	26,970	2,570	-	0%	2,420
001-107-0000-4128 DENTAL INSURANCE	-	-	-	-	-	0%	76
001-107-0000-4129 RETIREE HEALTH SAVINGS	-	-	1,800	1,200	1,860	155%	3,900
001-107-0000-4130 WORKER'S COMPENSATION INS.	-	-	3,183	2,867	1,539	54%	3,027
001-107-0000-4134 LONG TERM DISABILITY INSURANCE	-	-	1,512	1,470	709	48%	1,968
001-107-0000-4136 OPTICAL INSURANCE	-	-	-	-	-	0%	26
001-107-0000-4138 LIFE INSURANCE	-	-	90	94	47	50%	90
001-107-0000-4140 WELLNESS BENEFIT REIMBURSEMENT	-	-	-	750	-	0%	750
001-107-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	1,500
001-107-0000-4142 AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	4,800
<b>Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>256,009</b>	<b>214,630</b>	<b>116,964</b>	<b>54%</b>	<b>267,609</b>
001-107-0000-4230 ADVERTISING	-	-	-	4,000	-	0%	4,000
001-107-0000-4260 CONTRACTUAL SERVICES	-	-	-	5,875	-	0%	12,510
001-107-0000-4270 PROFESSIONAL SERVICES	42,065	88,141	28,412	39,229	39,229	100%	20,000
001-107-0000-4300 DEPARTMENT SUPPLIES	-	-	-	4,000	3,830	96%	3,000
001-107-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	-	-	5,150	200	4%	7,000
001-107-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	-	-	-	1,850	221	12%	2,290
001-107-0000-4390 MILEAGE REIMBURSEMENT	-	-	-	3,700	2,400	65%	4,800
<b>Operations &amp; Maintenance Costs</b>	<b>42,065</b>	<b>88,141</b>	<b>28,412</b>	<b>63,804</b>	<b>45,880</b>	<b>72%</b>	<b>53,600</b>
001-107-0000-4706 LIABILITY CHARGE	-	-	-	17,421	8,711	50%	14,589
001-107-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	-	12,261	6,131	50%	12,395
<b>Internal Service Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,682</b>	<b>14,841</b>	<b>50%</b>	<b>26,984</b>
<b>Division Total</b>	<b>42,065</b>	<b>88,141</b>	<b>284,421</b>	<b>308,116</b>	<b>162,844</b>	<b>53%</b>	<b>348,193</b>

NOTE: Division 151 (Community Development) was changed to Division 107 (Administration Department) in FY2022/2023. For budgetary purposes, these two divisions have been combined.

**LEGAL SERVICES (CITY ATTORNEY)****DIVISION No. 110****DIVISION OVERVIEW**

The City Attorney serves as the Chief Legal Officer for the City of San Fernando, Public Financing Authority and the Parking Authority. The City Attorney provides professional legal advice to the City Council, boards and commissions, and all City Departments. Responsibilities including providing legal advice on matters spanning municipal law, regulatory compliance, and contract negotiations, as well as representing the City in certain court proceedings and alternative dispute resolution methods. The City Attorney's Office drafts and reviews all legal documents necessary to support the ongoing operations of the City, including, but not limited to, contracts, resolutions, and ordinances. The City contracts with an outside law firm, Olivarez Madruga Law Organization, LLP, to provide City Attorney services.

**Dept: City Manager's Office**  
**Div: City Attorney**

Account Number & Title	2021	2022	2023	2024	As of	2024	2025
	Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
001-110-0000-4270 PROFESSIONAL SERVICES	225,347	238,021	306,165	270,000	49,587	18%	275,625
001-110-3689-4270 COVID-19 GLOBAL OUTBREAK	-	441	-	-	-	0%	-
001-110-0098-4270 SUCCESSOR AGENCY TO THE RDA	-	4,368	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>225,347</b>	<b>242,830</b>	<b>306,165</b>	<b>270,000</b>	<b>49,587</b>	<b>18%</b>	<b>275,625</b>

**FIRE AND EMERGENCY MEDICAL SERVICES****DIVISION No. 500****DIVISION OVERVIEW**

Fire and Emergency Medical Services are provided by the Los Angeles City Fire Department (LAFD) on a contractual basis. The services provided by the LAFD include, but are not limited to, fire suppression, fire prevention, inspection, paramedic, emergency medical technician functions, and emergency medical response.

**Dept: City Manager's Office**  
**Div: Fire Services (LAFD Contract)**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-500-0000-4260 CONTRACTUAL SERVICES	2,819,881	3,193,147	3,062,793	3,200,000	1,556,941	49%	3,350,000
<b>Operations &amp; Maintenance Costs</b>	<b>2,819,881</b>	<b>3,193,147</b>	<b>3,062,793</b>	<b>3,200,000</b>	<b>1,556,941</b>	<b>49%</b>	<b>3,350,000</b>

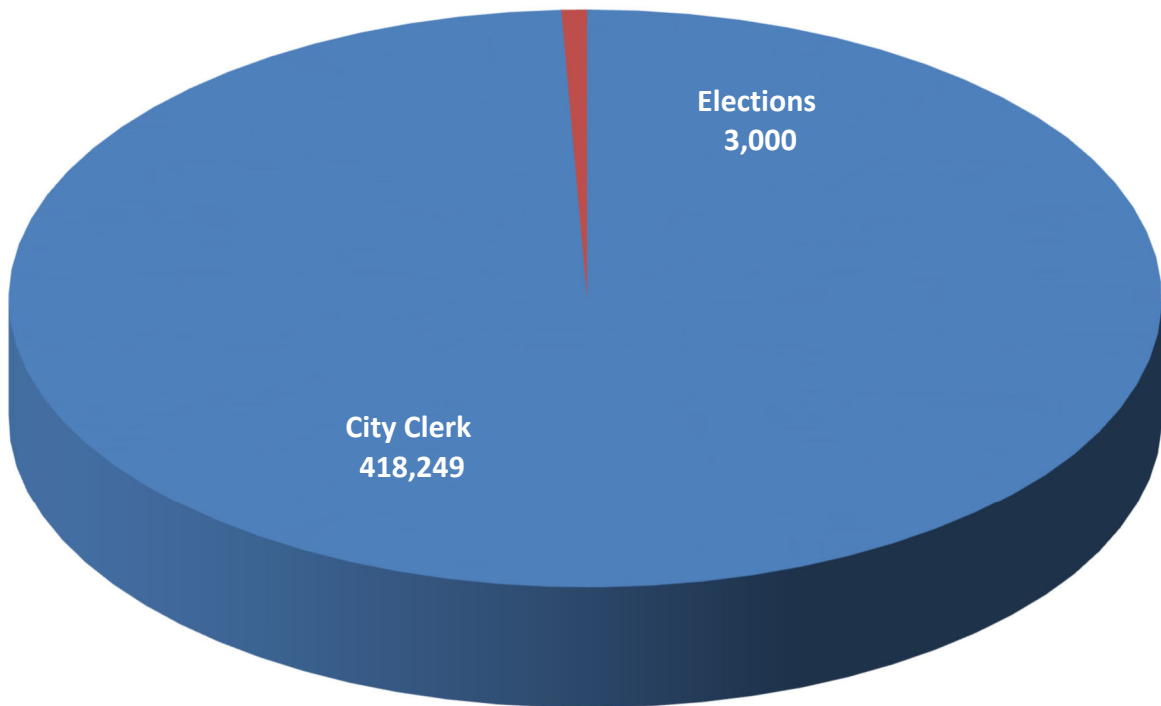


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# CITY CLERK DEPARTMENT

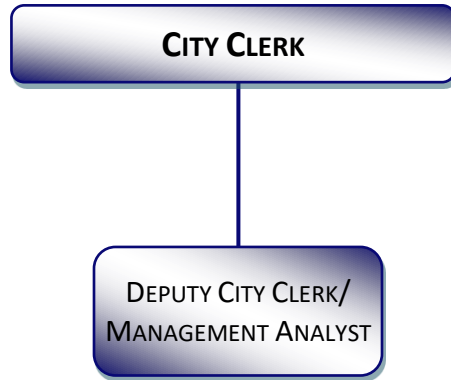


THE CITY OF  
**SAN FERNANDO**

**ORGANIZATIONAL CHART**

**CITY CLERK DEPARTMENT**

**FISCAL YEAR 2024-2025**



## MISSION STATEMENT

The City Clerk Department is dedicated to providing courteous, professional, and efficient customer services to the City Council, City staff, and the community in an ethical and neutral manner while ensuring the governmental process is transparent and open, ensure integrity in the democratic process and provide instant access to public records to enhance public trust in local government.

## DEPARTMENT OVERVIEW

The City Clerk Department is responsible for administering federal, state and local laws pertaining to elections, the Brown Act, the Public Records Act, the Political Reform Act, and AB1234 Ethics Training compliance; oversees City records management; provides legislative support functions including the preparation of agendas and minutes; ensures City compliance with Fair Political Practices Commission (FPPC) regulations regarding annual disclosure statements and campaign contribution statements; prepares and maintains a complete and accurate record of all City Council legislative actions; safeguards the City seal; and implement process improvement and workflows with document digitization; and performs a variety of other administrative duties in support of the City Council as assigned.

## ACCOMPLISHMENTS FOR FY 2023-2024

1. Coordinated with the County of Los Angeles Elections Division, the City's March 5, 2024 Special Municipal Election to fill an unscheduled vacancy for one Councilmember seat for the balance of a full 4-year term, expiring November 2024; coordinated in-person Vote Centers at San Fernando Recreation Park and Las Palmas Park; monitored activities associated with the permanent Vote-by-Mail Ballot Boxes at City Hall and Pioneer Park; facilitated one "Register to Vote" community outreach campaign at the National Night Out event. (Strategic Goal I.1, I.2 and I.6)
2. Established the City's first "Guidelines for Boards, Commissions and Committees" handbook adopted by the City Council in February 2024. The proposed handbook was presented to all City Commissions in November 2023 to solicit feedback and provide an opportunity for community engagement. In November 2023, staff implemented and facilitated quarterly Commission Secretary training sessions to ensure consistency amongst Commissions and align with City Council meeting management processes, agenda development, and minutes preparation; and developed detailed instructions for live broadcasting of legislative meetings including monitoring of commission meetings to ensure live broadcasting. (Strategic Goal I.2, I.3 and I.6)
3. Researched professional consulting services to update the City's 25-year-old records retention and destruction policy. Staff recognized the critical importance of ensuring overall compliance, mitigating risks, and evolving technology requiring a specialized expert to tailor an updated policy to align seamlessly on compliance with industry standards. (Strategic Goal I.6)

**ACCOMPLISHMENTS FOR FY 2023-2024**

4. The City Clerk attended League of California Cities Annual New Law and Elections Conference, participated in various training sessions facilitated by the City Clerks Association of California and League of California Cities courses in advanced technical curriculum and aligns with professional development towards a Master Municipal Clerk (MMC) designation. The Deputy City Clerk attended the Technical Training for Clerks Series 400 course, various training sessions facilitated by League of California Cities and is on track with obtaining the Certified Municipal Clerk (CMC) designation within the next 2-4 years. Professional development courses that focus on enriching expertise in various aspects of municipal administration, updated knowledge, and skills, and enhancing efficiency and effectiveness in daily tasks as well as fostering succession planning and staff retention. (Strategic Goal I.1, I.6 and VII.)

**OBJECTIVES FOR FY 2024-2025**

1. Coordinate with the County of Los Angeles Elections Division, the City's November 5, 2024 General Municipal Election to fill two Councilmember full 4-year term seats; organize two in-person Vote Centers at San Fernando Recreation Park and Las Palmas Park; monitor activities associated with the permanent Vote-by-Mail Ballot Drop Boxes at City Hall and Pioneer Park; facilitate two "Register to Vote" community outreach events to increase citizen participation and transparency in local government and community engagement in the Democratic process. (Strategic Goal I.1, I.2 and I.6)
2. Complete fifty percent of seventy-four sets of outstanding meeting minutes from the period of 2007 – 2012 while also staying current with maintaining up-to-date minutes moving forward to maintain organizational continuity, accuracy in legislative actions, supporting accountability and and ensures transparency and adherence to legal and regulatory compliance. (Strategic Goal I.1 and I.6)
3. Enhance participation among citywide management by coordinating Quarterly Look-Ahead Reports, create and manage a City Council after meeting "action list" to enhance organizational efficiency, transparency, and accountability by providing a forward-looking perspective on key activities and priorities ensuring relevant action and deadlines are met. (Strategic Goals I.1 & I.6)

**Proposed Enhancement to Services:**

1. City-wide Records Retention and Destruction Policy Update: \$8,500 – One-Time/\$450 - Ongoing (Strategic Goal I.6)  
The City's current records retention policy has not been updated since 2001 and no longer aligns with industry standards. In preparation, staff will focus on awarding a professional services agreement and initiating development and implementation of an updated Records Retention and

## OBJECTIVES FOR FY 2024-2025

Destruction Policy that will focus on legal compliance, integrate new technologies, mitigate risks, and align with industry standards.

2. General Municipal Election Services: \$60,000 – One-Time (Strategic Goal I.1, I.2 and I.6)  
The City’s regularly scheduled General Election occurs on even numbered years and is scheduled for November 5, 2024. In preparation, staff will focus on consolidating election services with the Los Angeles County Registrar-Recorder/County Clerk’s scheduled elections and initiating implementation of various election administration processes that will focus on managing ballot preparation, printing and distribution, polling locations, voter registration, and vote counting.

**PERFORMANCE MEASURES**

<b>CITY CLERK</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Agenda Packets Produced	26	32	27	30	28
B. # of Minutes Approved	38	49	63	58	70
C. # of Ordinances/Resolutions/Contracts	97	125	132	131	131
F. # Public Records Requests	161	199	230	250	295
G. # Publically Searchable Digital Records	**	1056	1713	2475	3010
H. # Meeting Management Trainings Conducted	2	2	2	3	4
I. # Professional Development Hours Completed	20	22	55	60	80

**FUNDING SUMMARY FOR FY 2024-2025**
**SOURCES:**

<b>CITY CLERK</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
General Revenue	328,274	351,859	442,263	408,058	421,249
General City Election	2,976	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>331,250</b>	<b>351,859</b>	<b>442,263</b>	<b>408,058</b>	<b>421,249</b>

**USES:**

<b>CITY CLERK</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
01-115 City Clerk	280,973	349,537	367,354	414,333	418,249
01-116 Elections	47,301	2,322	38,678	68,000	3,000
<b>TOTAL FUNDING USES</b>	<b>328,274</b>	<b>351,859</b>	<b>406,033</b>	<b>482,333</b>	<b>421,249</b>

**PERSONNEL:**

<b>CITY CLERK</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk/Management Analyst	1.00	1.00	1.00	1.00	1.00
<b>TOTAL CITY CLERK PERSONNEL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**CITY CLERK****DIVISION No. 115****DIVISION OVERVIEW**

The responsibilities of the City Clerk’s Department include: 1) agenda and packet preparation and distribution for all legislative meetings of the City Council; 2) record and maintain proceedings of the meetings and process documents resulting from actions taken; 3) publish ordinances and other legal notices as required by law; 4) receive and open all City bids; 5) certify copies of official City documents; 6) official custodian of maintenance of official City records including codification of ordinances into the City Code; 7) serve as filing officer of the Fair Political Practices Commission (FPPC) responsible for all candidate and campaign committee filings as required by State law and the City’s conflict of interest code; 8) provide records research upon request from the public, City Council, and departments, under the Public Records and Freedom of Information Acts; 9) general management oversight of Commission meeting processes and maintains roster of City Council appointments to Commissions and Committees; 10) custodian of the official City Seal; 11) management of AB1234 Biennial Ethics Training for Elected Officials, Commissioners and City employees; 12) administer oaths and affirmations, including Oath of Office to newly elected officials;



**Dept: City Clerk Department**  
**Div: City Clerk's Office**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-115-0000-4101 SALARIES-PERMANENT EMPLOYEES	181,728	216,711	234,664	247,815	130,816	53%	266,948
001-115-0000-4111 COMMISSIONER'S REIMBURSEMENT	3,525	3,750	-	-	-	0%	-
001-115-0000-4120 O.A.S.D.I.	14,179	16,855	16,932	17,894	10,191	57%	21,053
001-115-0000-4126 HEALTH INSURANCE	27,063	29,800	39,383	40,959	16,325	40%	40,092
001-115-0000-4128 DENTAL INSURANCE	2,710	2,812	-	-	1,336	0%	1,253
001-115-0000-4129 RETIREE HEALTH SAVINGS	2,496	2,500	3,000	3,000	1,200	40%	1,800
001-115-0000-4130 WORKER'S COMPENSATION INS.	2,766	3,279	3,497	3,696	1,892	51%	3,440
001-115-0000-4134 LONG TERM DISABILITY	1,228	1,534	1,704	1,895	928	49%	2,236
001-115-0000-4136 OPTICAL INSURANCE	492	535	-	-	268	0%	418
001-115-0000-4138 LIFE INSURANCE	149	126	180	187	94	50%	180
001-115-0000-4140 WELLNESS BENEFIT	-	592	600	750	-	0%	750
001-115-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	2,700
001-115-0000-4142 AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	4,800
<b>Personnel Costs</b>	<b>236,537</b>	<b>278,494</b>	<b>299,960</b>	<b>316,196</b>	<b>163,049</b>	<b>52%</b>	<b>345,670</b>
001-115-0000-4230 ADVERTISING	2,091	7,251	5,800	5,050	1,414	28%	4,950
001-115-0000-4260 CONTRACTUAL SERVICES	6,767	9,282	19,744	33,169	10,551	32%	17,194
001-115-0000-4300 DEPARTMENT SUPPLIES	4,217	2,408	1,084	1,500	322	21%	1,200
001-115-0000-4360 PERSONNEL TRAINING	220	1,410	1,620	3,075	2,597	84%	4,150
001-115-0000-4365 TUITION REIMBURSEMENT	150	-	-	-	-	0%	-
001-115-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	730	1,275	1,100	-	-	0%	-
001-115-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	292	499	1,396	1,450	-	0%	1,450
001-115-0000-4390 MILEAGE REIMBURSEMENT	3,610	3,610	3,600	3,700	2,400	65%	-
001-115-0000-4450 OTHER EXP (EDUCATION COMMISSION)	-	932	-	-	-	0%	-
001-115-3689-4260 COVID-19 GLOBAL OUTBREAK	-	875	-	-	-	-	-
<b>Operations &amp; Maintenance Costs</b>	<b>18,076</b>	<b>27,543</b>	<b>34,344</b>	<b>47,944</b>	<b>17,284</b>	<b>36%</b>	<b>28,944</b>
001-115-0000-4706 LIABILITY CHARGE	-	17,616	21,174	25,672	12,836	50%	18,845
001-115-0000-4743 FACILITY MAINTENANCE CHARGE	26,360	25,884	25,144	24,521	12,261	50%	24,790
<b>Internal Service Charges</b>	<b>26,360</b>	<b>43,500</b>	<b>46,318</b>	<b>50,193</b>	<b>25,097</b>	<b>50%</b>	<b>43,635</b>
<b>Division Total</b>	<b>280,973</b>	<b>349,537</b>	<b>380,622</b>	<b>414,333</b>	<b>205,430</b>	<b>50%</b>	<b>418,249</b>

**ELECTIONS****DIVISION No. 116****DIVISION OVERVIEW**

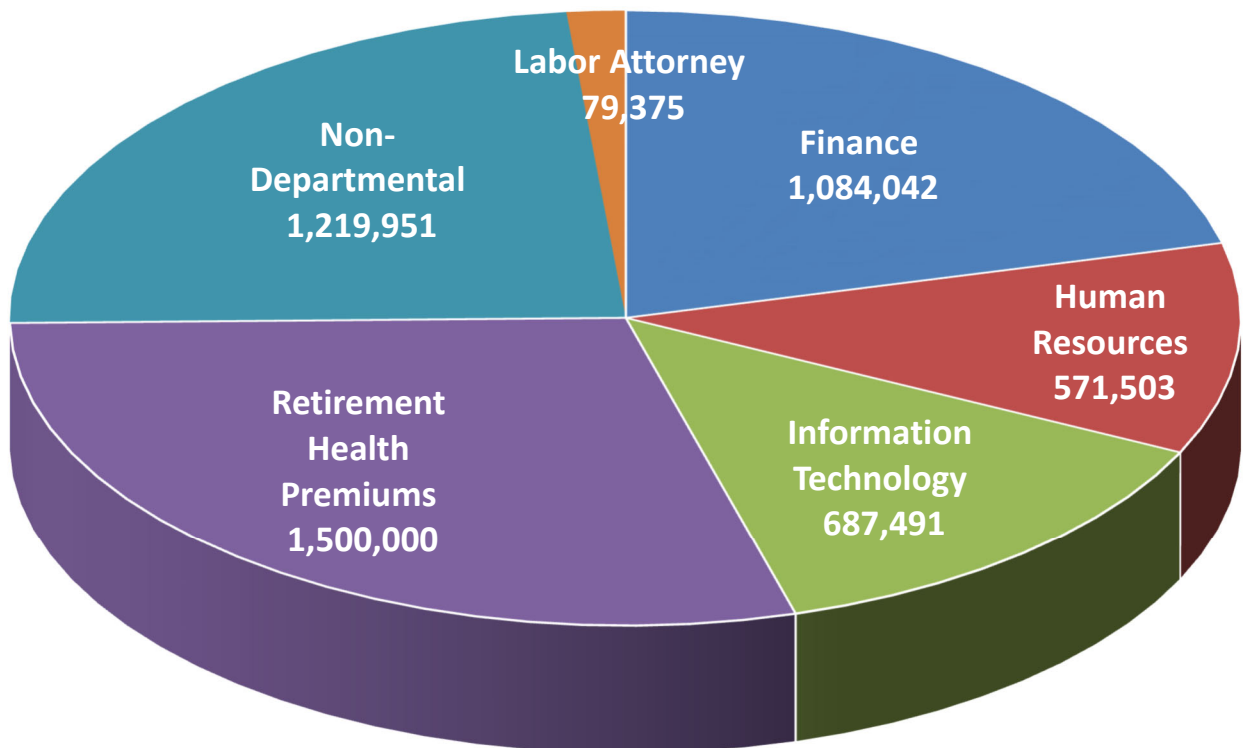
**The next General Municipal Election will be held on November 5, 2024.** As the Election Official, the City Clerk is responsible for administering elections in accordance with federal, state, and local procedures and in a manner that assures public confidence in the accuracy, efficiency, fairness and transparency of the election process. The City works alongside the County of Los Angeles Registrar-Recorder regarding the City's Municipal Elections and other County elections pertaining to the City. Although consolidated with the Los Angeles County, certain actions are completed by this office including publishing/posting election-related notices and preparing and distributing candidate information binders to prospective candidates during the Nomination Period. The City Clerk Department assists the LA County Registrar-Recorder/County Clerk by securing local polling places, serving as contact for election inquiries, and ensuring City staff assistance for the elections.

**Dept: City Clerk Department**  
**Div: Elections**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-116-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	334	-	-	-	0%	-
001-116-0000-4103 WAGES-TEMPORARY & PART-TIME	2,017	1,444	480	-	-	0%	-
001-116-0000-4105 OVERTIME	1,369	249	95	-	-	0%	-
001-116-0000-4120 O.A.S.D.I.	259	155	44	-	-	0%	-
001-116-0000-4130 WORKER'S COMPENSATION INS.	212	141	43	-	-	0%	-
<b>Personnel Costs</b>	<b>3,857</b>	<b>2,322</b>	<b>662</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
001-116-0000-4230 ADVERTISING	344	-	378	-	-	0%	500
001-116-0000-4260 CONTRACTUAL SERVICES	43,064	-	37,462	65,000	-	0%	-
001-116-0000-4300 DEPARTMENT SUPPLIES	-	-	33	-	-	0%	-
001-116-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	-	-	400	640	160%	2,500
001-116-0000-4390 MILEAGE REIMBURSEMENT	37	-	-	2,600	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>43,444</b>	<b>-</b>	<b>37,873</b>	<b>68,000</b>	<b>640</b>	<b>1%</b>	<b>3,000</b>
001-116-0000-4706 LIABILITY CHARGE	-	-	144	-	-	0%	-
<b>Internal Service Charges</b>	<b>-</b>	<b>-</b>	<b>144</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Division Total</b>	<b>47,301</b>	<b>2,322</b>	<b>38,678</b>	<b>68,000</b>	<b>640</b>	<b>1%</b>	<b>3,000</b>

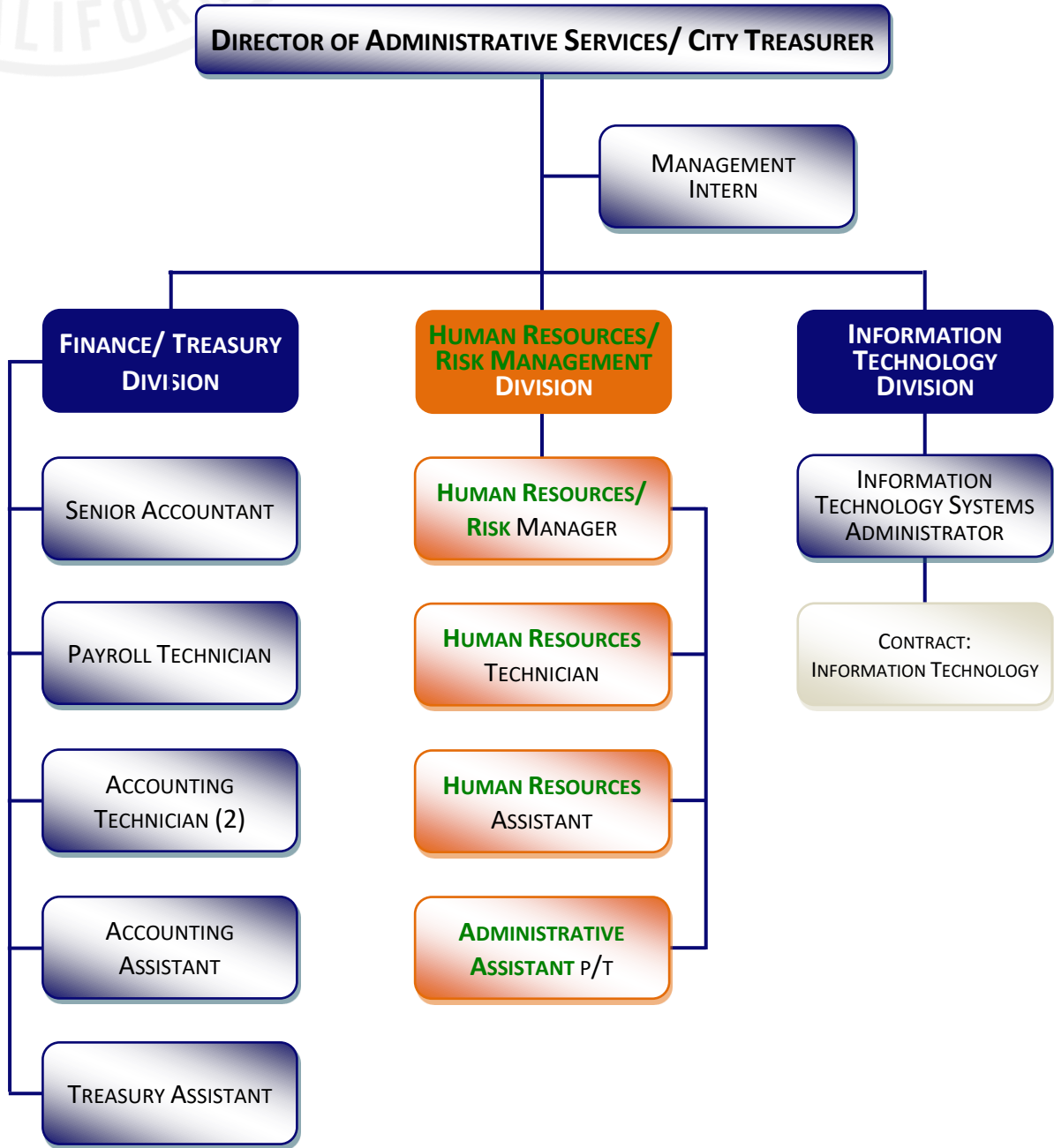
INCORPORATED  
AUG. 31, 1911  
CALIFORNIA

# ADMINISTRATIVE SERVICES DEPARTMENT



THE CITY OF  
**SAN FERNANDO**

**ORGANIZATIONAL CHART**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
 FISCAL YEAR 2024-2025



**MOVED FROM ADMINISTRATION DEPARTMENT**

**PROPOSED**

**CONTRACT**

## MISSION STATEMENT

The mission of the Administrative Services Department is to efficiently and effectively support the organization by planning and monitoring of the City's fiscal affairs; collaborating with City departments to attract and retain a highly qualified workforce who strive to deliver exceptional quality service to the public; and supporting, securing and monitoring technology and network systems for the City. The Department's emphasis is to streamline processes, optimize resources, and foster a conducive work environment, ultimately contributing to the overall success and growth of the organization.

## DEPARTMENT OVERVIEW

The Administrative Services Department consists of three divisions: Finance Administration, Human Resources and Information Technology. The Administrative Services Department is responsible for a broad range of activities, including cash management, procurement of goods and services, utility billing, payroll preparation, recruitment and employee selection coordination, personnel records management, employee benefits programs administration, network analysis, and hardware/software support and management.

The Administrative Services Department is committed to providing the highest level of administrative, financial and information technology services to our customers, both internal and external, utilizing collaborative teamwork that emphasizes honesty, integrity, efficiency and transparency.

## ACCOMPLISHMENTS FOR FY 2023-2024

1. Amended the City's Purchasing Ordinance and associated policies, as approved by City Council on August 7, 2023, for improved clarity and consistency in the procurement of equipment, goods, supplies and services for the City, at the best value, and in a timely manner, while maintaining fairness to vendors, and abiding by applicable laws. (Strategic Goal VII.2)
2. Developed RFP for release in May 2024 to award professional service agreement for an experienced public fund investment manager to assist with managing the City's funds. (Strategic Goal VII.3)
3. Awarded service agreement, as approved by City Council on October 16, 2023 to Paymentus. Coordinated implementation of utility payment software solution to incorporate as a standalone product and into future IT infrastructure to better assist residents with payment options, including credit card and online payments. (Strategic Goal I.3)
4. Tyler Eden, the City's financial system, which is scheduled to be decommissioned in March 2027. A short-list of three vendors was developed with demonstrations scheduled through May – June 2024 to determine a replacement solution capable of meeting a variety of department goals, including improved water/sewer billing. (Strategic Goal I.3)

## DEPARTMENT OVERVIEW

5. Applied and received the Government Finance Officers Association *Distinguished Budget Presentation Award* for the Fiscal Year 2023-2024 Adopted Budget, a total of ten (10) consecutive years. Staff additionally applied for the *Certificate of Achievement for Excellence in Financial Reporting* for the Fiscal Year 2022-2023, a total of forty (40) consecutive years, with results anticipated by July 2024. (Strategic Goal VII.5)
6. Implemented Year 1 of computer replacement project to ensure adequate up-to-date technology for all staff to support basic computing needs and creating standardization of workstation inventory, with 17 computers updated. An additional 20 are expected to be completed by June 2024. (Strategic Goal I.3)
7. Conducted Citywide User Fee Services Study to adequately recover part, or all, of the cost of providing services that receive a direct service or derive some other special benefit/entitlement. City Council approved a service agreement with Willdan Financial Services to conduct the fee study in October 2023, which kicked off in January 2024. A public hearing is slated to occur by June 2024 to review recommended fees and charges for City Council adoption. (Strategic Goal VII.1)
8. Updated website to include water/sewer rates and comparative household data. (Strategic Goal I.3)
9. Completed recruitments for 14 full-time positions and 40 part-time positions, including critical positions such as Police Officers, Police Desk Officers, Director of Community Development, Social Services Coordinator, Community Preservation Officer, Water Operations Manager, Personnel Manager, Director of Recreation and Community Services, Director of Community Development and Director of Public Works positions. (Strategic Goal VII.3)

## OBJECTIVES FOR FY 2024-2025

1. Review and update the City's Information Technology and Cybersecurity Policies and Procedures by March 2025 to ensure new technologies are considered and incorporated into the cybersecurity framework, stay ahead of the evolving cyberthreat landscape, and strengthen data protection measures and ensure compliance with privacy regulations. (Strategic Goal I.3)
2. Review and update the City's Grant Policy and Procedure by December 2024 to develop and implement strategies that will align with accounting best practices. and to ensure that the City meets all federal and state standards in the areas of finance management, internal controls, audit and reporting. (Strategic Goal VII.2)
3. Negotiate and implement new Memoranda of Understandings (MOUs) with San Fernando Management Group (SFMG), San Fernando Police Civilians Association (SFPCA) and San Fernando Part-Time Bargaining Unit (SFPTBU) for successor MOUs. (Strategic Goal VII.3.)

4. Conduct annual review of the City's Administrative & Personnel Rules to assist in the development of policies and procedures to support best practices throughout all departments by June 2025. (Strategic Goal VII.3.)
5. Implement the City's Core Values Leadership Development Training for the Management Team along with a new employee evaluation form for all city employees. (Strategic Goal VII.3.)
6. Apply and receive the Government Finance Officers Association *Distinguished Budget Presentation Award* for the Fiscal Year 2024-2025 Adopted Budget and the *Certificate of Achievement for Excellence in Financial Reporting* for the Fiscal Year 2023-2024. (Strategic Goal VII.6)

**Proposed Enhancement to Services:**

1. IT Managed Service Provider (MSP) Transition: \$25,000 – Ongoing (Strategic Goal VII.2)  
The City's agreement with its current provider is set to expire in July 2024. Staff has conducted an RFP with plans to return to City Council in May 2024 to award a new professional service agreement with an experienced information technology managed services provider to augment full-service information technology management, including, network analysis and technical support, systems support, computer operations support, PC desktop technical support, software integration support, and IT policy and procedure development. (Strategic Goal VII.3)
2. Financial System Replacement: \$100,000 – One-Time/\$40,000 – Ongoing (Strategic Goal VII.5)  
The City's current financial system, Tyler Eden, which will no longer be supported effective March 2027. In preparation, Staff will focus on awarding a professional services agreement and initiating implementation for replacement of the Project goals for Phase I of this transition will focus primarily on development of General Ledger – Financials and data migration.
3. Year 2 of PC Replacement Program: \$25,000 – One-Time (Strategic Goal I.3)  
To mitigate system vulnerabilities and modernizing the City's technology, a PC Replacement Program was initiated in 2023. Plans are to complete computer replacements for remaining inventory ensure adequate up-to-date equipment for all staff to support basic computing needs and create standardization of workstation inventory. (Strategic Goal I.3)
4. HR Professional Development and Tuition Reimbursement: \$5,000 – Ongoing/\$5,000 – One-Time (Strategic Goal VII.4): A concerted effort has been made to invest in employee education which benefits the City in developing a more skilled and knowledgeable workforce.
5. Part-Time Personnel Office Clerk Reclassification: \$5,00 – Ongoing (Strategic Goal VII.4): This request is to develop succession and an appropriate job class series within the Human Resources/Risk Management Division.



**PERFORMANCE MEASURES**

<b>FINANCE DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Invoices Processed	6,694	7,308	7,500	7,795	8,000
B. # of Transactions	43,095	47,741	48,700	45,000	49,500
# Digitally	1,602	1,878	2,435	3,200	9,900
% Digitally	3.70%	3.90%	5.00%	7.11%	20.00%
C. # of Participants In Utility Rate Assistance Program	31	21	25	185	200
D. \$ Return On Investments	\$340,663	\$250,000	\$275,000	\$300,570	\$350,000
E. # Professional Development Hours	**	**	85	756	800
F. GFOA Distinguished Budget Award	✓	✓	✓	✓	✓
G. GFOA Distinguished Financial Reporting Award	✓	✓	✓	✓	✓

<b>HUMAN RESOURCES DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of New Recruitments	23	46	30	23	25
B. # of New Hires	**	**	40	50	45
C. Avg. # Days (Time) from Conditional to Final Hire Offer	**	**	45	45	45
D. # Professional Development Hours	**	**		25	30

<b>INFORMATION TECHNOLOGY DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of IT Service Tickets	1,809	1,327	1,200	4,473	1,500
B. # Days for Ticket Resolution	**	**	**	2	2
C. # PCs Replaced	**	**	85	30	25
D. # Net New PCs Deployed	**	**	**	11	5
E. # Professional Development Hours	**	**	**	98	125

\*\* Prior year data not tracked.

**FUNDING SUMMARY FOR FY 2024-2025**
**SOURCES:**

	2021	2022	2023	2024	2025
<b>ADMINISTRATIVE SERVICES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
General Revenue	3,028,677	4,458,114	5,788,582	4,000,884	5,064,362
Business License Processing Fee	20,720	56,402	65,000	65,000	70,000
Business License Permits	6,660	7,905	7,000	9,500	8,000
<b>TOTAL FUNDING SOURCES</b>	<b>3,056,057</b>	<b>4,522,421</b>	<b>5,860,582</b>	<b>4,075,384</b>	<b>5,142,362</b>

**USES:**

	2021	2022	2023	2024	2025
<b>ADMINISTRATIVE SERVICES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
001-130 Finance	731,350	747,198	972,736	1,053,657	1,084,042
001-131 Treasury <sup>[2]</sup>	89,427	-	-	-	-
001-133 Human Resources/Risk Mgmt <sup>[3]</sup>	-	-	-	-	571,503
001-135 Information Technology	365,450	425,887	518,741	718,519	687,491
001-180 Retirement Health Premiums	1,011,782	1,038,911	993,648	1,500,000	1,500,000
001-190 Non-Departmental	858,048	2,310,424	3,375,457	803,208	1,219,951
001-112 Labor Attorney <sup>[5]</sup>	-	-	-	-	79,375
<b>TOTAL FUNDING USES</b>	<b>3,056,057</b>	<b>4,522,421</b>	<b>5,860,582</b>	<b>4,075,384</b>	<b>5,142,362</b>



## ADMINISTRATIVE SERVICES DEPARTMENT

### PERSONNEL:

	2021	2022	2023	2024	2025
ADMINISTRATIVE SERVICES	Actual	Actual	Actual	Adopted	Proposed
Director of Finance/City Treasurer	1.00	1.00	1.00	1.00	0.00
Director of Administrative Services <sup>[1]</sup>	0.00	0.00	0.00	0.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Treasury Manager	1.00	0.00	0.00	0.00	0.00
Senior Account Clerk	2.00	0.00	0.00	0.00	0.00
Accounting Technician	0.00	2.00	2.00	2.00	2.00
Payroll Technician	1.00	1.00	1.00	1.00	1.00
Office Clerk	1.00	0.00	0.00	0.00	0.00
Treasurer Assistant	0.00	1.00	1.00	1.00	1.00
Finance Office Specialist	1.00	0.00	0.00	0.00	0.00
Accounting Assistant	0.00	1.00	1.00	1.00	1.00
Management Intern	0.00	0.46	0.46	0.46	0.46
IT Systems Administrator	0.00	0.00	1.00	1.00	1.00
Human Resources/Risk Manager <sup>(3)</sup>	0.00	0.00	0.00	0.00	1.00
Human Resources Technician <sup>(3)</sup>	0.00	0.00	0.00	0.00	1.00
Human Resources Assistant <sup>(3)</sup>	0.00	0.00	0.00	0.00	1.00
Office Clerk (FTE) <sup>(3) (4)</sup>	0.00	0.00	0.00	0.00	0.00
Administrative Assistant (FTE) <sup>(4)</sup>	0.00	0.00	0.00	0.00	0.46
<b>TOTAL ADMIN SERVICES PERSONNEL</b>	<b>8.00</b>	<b>7.46</b>	<b>8.46</b>	<b>8.46</b>	<b>11.92</b>

<sup>1</sup> Department Name Change Recommended from Finance to Administrative Services in FY 2024-2025

<sup>2</sup> Treasury Division combined with Finance in Fiscal Year 2022-2023

<sup>3</sup> Personnel Division recommended to be moved from City Manager's Office to Administrative Services in FY 2024-2025. Title Change to Human Resources/Risk Management

<sup>4</sup> Personnel Office Clerk (FTE) recommended to be reclassified to Administrative Assistant (FTE) in FY 2024-2025

<sup>5</sup> Labor Attorney Contract recommended to be moved from City Manager's Office to Administrative Services in FY 2024-2025

**FINANCE ADMINISTRATION****DIVISION NO. 130****DIVISION OVERVIEW**

The Finance Administration Division is responsible for: financial administration, budgeting and financial analysis, accounting and auditing of City resources, establishment of sound internal controls, cash management, debt management, purchasing, billing and collection of monies due to the City, managing the business license program, accounts payable, payroll, utility billing, and providing support to internal departments.

The Finance Administration Division prepares and monitors the City's award winning Annual Budget Book and Annual Comprehensive Financial Report.

**Dept: Administrative Services**  
**Div: Finance**

Account Number & Title		2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-130-0000-4101	SALARIES-PERMANENT EMPLOYEES	386,247	378,715	497,502	529,380	279,430	53%	554,841
001-130-0000-4103	WAGES-TEMPORARY & PART-TIME	-	11,181	20,554	20,791	9,960	48%	21,965
001-130-0000-4105	OVERTIME	3,790	8,559	10,364	-	1,528	0%	-
001-130-0000-4120	O.A.S.D.I.	28,797	30,695	39,697	38,994	20,363	52%	41,769
001-130-0000-4126	HEALTH INSURANCE	64,598	75,977	82,966	78,314	42,148	54%	109,897
001-130-0000-4128	DENTAL INSURANCE	7,313	7,328	7,679	4,979	3,701	74%	3,435
001-130-0000-4129	RETIREE HEALTH SAVINGS	1,092	91	1,100	1,200	600	50%	3,900
001-130-0000-4130	WORKER'S COMPENSATION INS.	13,473	6,652	17,512	8,349	9,673	116%	17,611
001-130-0000-4134	LONG TERM DISABILITY INSURANCE	1,954	1,140	2,285	2,610	1,288	49%	3,012
001-130-0000-4136	OPTICAL INSURANCE	1,312	1,326	1,415	905	720	80%	1,145
001-130-0000-4138	LIFE INSURANCE	360	330	374	461	211	46%	450
001-130-0000-4140	WELLNESS BENEFIT	600	600	600	750	-	0%	750
001-130-0000-4141	TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	2,700
001-130-0000-4142	AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	4,800
001-130-3689-4101	COVID-19 GLOBAL OUTBREAK	12,032	1,783	-	-	-	0%	-
001-130-3689-4120	COVID-19 GLOBAL OUTBREAK	842	137	-	-	-	0%	-
001-130-3689-4129	COVID-19 GLOBAL OUTBREAK	90	9	-	-	-	0%	-
001-130-3689-4130	COVID-19 GLOBAL OUTBREAK	870	130	-	-	-	0%	-
<b>Personnel Costs</b>		<b>523,370</b>	<b>524,650</b>	<b>682,048</b>	<b>686,733</b>	<b>369,621</b>	<b>54%</b>	<b>766,275</b>
001-130-0000-4260	CONTRACTUAL SERVICES	35,954	65,633	90,184	98,800	10,908	11%	100,000
001-130-0000-4270	PROFESSIONAL SERVICES	99,982	51,126	62,472	112,350	21,193	19%	78,800
001-130-0000-4300	DEPARTMENT SUPPLIES	4,044	12,869	14,422	19,844	14,396	73%	19,764
001-130-0000-4360	PERSONNEL TRAINING	947	549	2,390	6,000	399	7%	6,000
001-130-0000-4370	MEETINGS, MEMBERSHIPS & TRAVEL	225	2,234	6,351	7,500	3,404	45%	7,500
001-130-0000-4380	SUBSCRIPTIONS DUES & MMBRSHIPS	1,195	1,015	1,231	1,945	415	21%	1,950
001-130-0000-4390	MILEAGE REIMBURSEMENT	3,610	2,779	3,610	3,900	2,215	57%	500
001-130-3689-4300	COVID-19 GLOBAL OUTBREAK	-	218	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>		<b>145,956</b>	<b>136,424</b>	<b>180,660</b>	<b>250,339</b>	<b>52,930</b>	<b>21%</b>	<b>214,514</b>
001-130-0000-4706	LIABILITY CHARGE	-	34,356	47,664	55,772	27,886	50%	41,775
001-130-0000-4743	FACILITY MAINTENANCE CHARGE	62,023	51,768	62,364	60,813	30,407	50%	61,478
<b>Internal Service Charges</b>		<b>62,023</b>	<b>86,124</b>	<b>110,028</b>	<b>116,585</b>	<b>58,293</b>	<b>50%</b>	<b>103,253</b>
001-130-0000-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
<b>Capital Costs</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>		<b>731,350</b>	<b>747,198</b>	<b>972,736</b>	<b>1,053,657</b>	<b>480,844</b>	<b>46%</b>	<b>1,084,042</b>

**HUMAN RESOURCES****DIVISION NO. 133****DIVISION OVERVIEW**

The Human Resources Division is comprised of the Human Resources and Risk Management.

**HUMAN RESOURCES**

The Human Resources Division is responsible for providing support to all City departments and attracting and retaining highly-qualified employees. The program manages a variety of functions including coordination of recruitment and employee selection; maintenance of the City's personnel records; maintenance of the City's classification specifications; oversees labor relations activities, including labor negotiations and administers the provisions of the collective bargaining agreements; reviews grievances and disciplinary actions; administers employee benefits programs; administers risk management and workers compensation; documentation of statutory and regulatory compliance, and provides administrative support to the City Manager's and Finance Department office.

Program goals are 1) to effectively maintain a comprehensive modern Human Resources program; 2) to improve the recruitment, examination and hiring process; 3) to negotiate and administer the Memorandum of Understanding (MOU's) with employee bargaining groups; 4) to retain, train and motivate employees committed to providing service that exceeds community expectations; 5) to keep employees' well informed through ongoing communication and recognition programs; and 6) to assist in the implementation of organizational change through maintenance of job classification specifications.

**RISK MANAGEMENT**

The Risk Management Program administers the City's self-insured property/general liability and Workers Compensation Programs; works with the City Attorney's Office to monitor, control and resolve litigation matters; and maintains excess insurance policies.

To administer the City's Risk Management program by providing support to all City departments in managing and reducing risk exposure. The program manages a variety of functions including coordination of the Workers Compensation Program and General Liability Program; oversees safety training activities, develops policies and procedures as outlined in the City's Management Assessment Report and coordinates the implementation process; reviews liability claims against the City and manages the work of the third party claims administrator; works with the City Clerk's Office in responding to Public Records requests as it relates to lawsuits filed against the City; administers the risk management and workers compensation documentation of statutory and regulatory compliance, and provides administrative support to the City Manager's Office and Finance Department.

**Dept: Administrative Services**  
**Div: Human Resources/Risk Management**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-133-0000-4101 SALARIES-PERMANENT EMPLOYEES	203,824	286,837	331,965	326,377	227,535	70%	313,277
001-133-0000-4103 WAGES-PERMANENT EMPLOYEES	38,393	223	12,706	25,356	14,933	59%	32,859
001-133-0000-4105 OVERTIME	-	1,966	682	-	-	0%	-
001-133-0000-4120 O.A.S.D.I.	18,530	22,111	24,342	24,890	12,556	50%	26,572
001-133-0000-4124 RETIREMENT	-	-	-	-	-	0%	-
001-133-0000-4126 HEALTH INSURANCE	45,762	45,917	44,425	57,220	21,837	38%	71,115
001-133-0000-4128 DENTAL INSURANCE	3,767	3,255	2,812	1,302	1,336	103%	2,223
001-133-0000-4129 RETIREE HEALTH SAVINGS	-	3,403	2,177	1,200	1,860	155%	1,200
001-133-0000-4130 WORKER'S COMPENSATION INS.	3,701	4,401	6,890	5,423	4,212	78%	4,342
001-133-0000-4134 LONG TERM DISABILITY INSURANCE	944	1,075	1,425	1,380	733	53%	1,347
001-133-0000-4136 OPTICAL INSURANCE	657	600	600	600	300	50%	741
001-133-0000-4138 LIFE INSURANCE	225	266	251	345	125	36%	338
<b>Personnel Costs</b>	<b>315,803</b>	<b>370,054</b>	<b>428,276</b>	<b>444,093</b>	<b>285,426</b>	<b>64%</b>	<b>454,014</b>
001-133-0000-4220 TELEPHONE	597	585	1,043	800	213	27%	800
001-133-0000-4230 ADVERTISING	3,676	8,258	5,719	11,535	1,720	15%	10,035
001-133-0000-4260 CONTRACTUAL SERVICES	16,208	19,545	20,256	17,000	5,233	31%	17,000
001-133-0000-4270 PROFESSIONAL SERVICES	6,109	4,849	4,399	6,000	1,079	18%	6,000
001-133-0000-4300 DEPARTMENT SUPPLIES	6,265	4,856	4,928	5,000	1,231	25%	5,000
001-133-0000-4320 DEPARTMENT EQUIPMENT MAINT	-	-	20	500	-	0%	500
001-133-0000-4360 PERSONNEL TRAINING	150	175	-	250	-	0%	250
001-133-0000-4365 TUITION REIMBURSEMENT	1,500	-	-	1,500	590	39%	1,500
001-133-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	-	-	500	-	0%	500
001-133-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	225	175	175	450	-	0%	450
001-133-0000-4390 MILEAGE REIMBURSEMENT	-	-	34	200	46	23%	200
001-133-0000-4430 ACTIVITIES AND PROGRAMS	-	-	-	500	-	0%	4,700
<b>Operations &amp; Maintenance Costs</b>	<b>34,731</b>	<b>38,442</b>	<b>36,573</b>	<b>44,235</b>	<b>10,111</b>	<b>23%</b>	<b>46,935</b>
001-133-0000-4706 LIABILITY CHARGE	-	19,536	29,472	36,076	18,038	50%	24,817
001-133-0000-4743 FACILITY MAINTENANCE CHARGE	41,866	34,944	40,608	45,242	22,621	50%	45,737
<b>Internal Service Charges</b>	<b>41,866</b>	<b>54,480</b>	<b>70,080</b>	<b>81,318</b>	<b>40,659</b>	<b>50%</b>	<b>70,554</b>
001-133-0000-4500 CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
<b>Capital Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>392,400</b>	<b>462,976</b>	<b>534,929</b>	<b>569,646</b>	<b>336,197</b>	<b>59%</b>	<b>571,503</b>

**INFORMATION TECHNOLOGY SERVICES****DIVISION NO. 135****DIVISION OVERVIEW**

The Information Technology Division consists of two major areas of focus: IT Operations & Security and Helpdesk Services which are managed by the City's IT Systems Administrator. A heavy focus on communication both internally and externally serves as the backbone to providing effective services and implementing appropriate technologies. Our helpdesk services are the face of the division and receive direct feedback from users. This feedback is critical in determining if services are running correctly and assessing future needs. IT Operations are critical to the delivery of any modern business service and must be appropriately planned, implemented, and managed to be effective.

Some of our IT Services include:

- Cybersecurity
- IT Project Management
- Technology Procurement & Contract Management
- Policy & Governance
- Hardware and Software Maintenance and Management
- Technology Adoption and Training

The Information Technology Division strives to create a resilient and modern technology infrastructure capable of delivering City services effectively to constituents, internal staff, and external stakeholders. The city's IT Staff strives to deliver customer-friendly support that facilitates both the adoption and consumption of technology services. Information Technology services are provided through a competitively procured professional services contract with an IT Managed Services Provider.



**Dept: Administrative Services**  
**Div: Information Technology**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-135-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	28,218	133,213	67,075	50%	137,043
001-135-0000-4120 O.A.S.D.I.	-	-	2,120	9,725	4,975	51%	10,576
001-135-0000-4126 HEALTH INSURANCE	-	-	5,161	28,610	15,484	54%	28,005
001-135-0000-4128 DENTAL INSURANCE	-	-	356	-	1,016	0%	876
001-135-0000-4129 RETIREE HEALTH SAVINGS	-	-	300	-	600	0%	1,800
001-135-0000-4130 WORKER'S COMPENSATION INS.	-	-	446	2,008	1,004	50%	1,729
001-135-0000-4134 LONG TERM DISABILITY INSURANCE	-	-	-	1,020	425	42%	1,124
001-135-0000-4136 OPTICAL INSURANCE	-	-	64	-	193	0%	292
001-135-0000-4138 LIFE INSURANCE	-	-	-	94	39	41%	90
001-135-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	1,200
<b>Personnel Costs</b>	-	-	<b>36,666</b>	<b>174,670</b>	<b>90,810</b>	<b>52%</b>	<b>182,735</b>
001-135-0000-4260 CONTRACTUAL SERVICES	246,937	295,897	356,932	353,916	146,948	42%	369,532
001-135-0420-4260 CONTRACTUAL SERVICES	-	1,406	-	-	-	0%	-
001-135-0000-4270 PROFESSIONAL SERVICES	118,368	127,719	124,682	128,483	53,246	41%	112,367
001-135-0000-4300 DEPARTMENT SUPPLIES	145	865	462	35,000	2,910	8%	500
001-135-3689-XXXX COVID-19 GLOBAL OUTBREAK	-	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>365,450</b>	<b>425,887</b>	<b>482,075</b>	<b>517,399</b>	<b>203,105</b>	<b>39%</b>	<b>482,399</b>
001-135-0000-4706 LIABILITY CHARGE	-	-	-	14,189	7,095	50%	9,962
001-135-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	-	12,261	6,131	50%	12,395
<b>Internal Service Charges</b>	-	-	-	<b>26,450</b>	<b>13,225</b>	<b>50%</b>	<b>22,357</b>
001-135-0000-4500 CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
<b>Capital Costs</b>	-	-	-	-	-	<b>0%</b>	-
<b>Division Total</b>	<b>365,450</b>	<b>425,887</b>	<b>518,741</b>	<b>718,519</b>	<b>307,140</b>	<b>43%</b>	<b>687,491</b>

**RETIREMENT COSTS****DIVISION NO. 180****DIVISION OVERVIEW**

The Retirement Costs Division accounts for payments for retirement related costs made directly from the General Fund, which are primarily healthcare premiums for eligible retired employees and payments to the City's membership in the Public Employees Retirement System (PERS) in excess of the City's special tax, if any.

A voter approved special tax levy is used to pay pension costs to the Public Employees Retirement System (PERS) for active employees (see Fund 018). Currently, the special tax levy raises sufficient funds to cover the City's entire obligation, so there are currently no pension related payments from the General Fund.

**Dept: Administrative Services**  
**Div: Retirement Costs**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-180-0000-4124 RETIREMENT	-	-	-	-	-	0%	-
001-180-0000-4127 RETIRED EMP. HEALTH INS.	1,011,782	1,038,911	993,648	1,500,000	508,902	33%	1,500,000
<b>Personnel Costs</b>	<b>1,011,782</b>	<b>1,038,911</b>	<b>993,648</b>	<b>1,500,000</b>	<b>508,902</b>	<b>49%</b>	<b>1,500,000</b>
<b>Division Total</b>	<b>1,011,782</b>	<b>1,038,911</b>	<b>993,648</b>	<b>1,500,000</b>	<b>508,902</b>	<b>49%</b>	<b>1,500,000</b>

**NON-DEPARTMENTAL****DIVISION NO. 190****DIVISION OVERVIEW**

The Non-Departmental Division provides for those activities that are not easily segregated into individual division's budgets or would cost more to segregate than economically feasible. Such items include, but are not limited to: debt payments (if applicable), telephone services, leased copy and fax equipment, City memberships, bank charges, postage, animal control services, various contingency funding and transfers to other funds.

**Dept: Administrative Services**  
**Div: Non-Departmental**

Account Number & Title		2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-190-0000-4101	SALARIES-PERMANENT EMPLOYEES	-	-	-	89,000	-	0%	85,142
001-190-0000-4105	SALARIES-OT	-	-	-	-	-	0%	275,000
001-190-0000-4111	COMMISSIONER REIMBURSEMENT	2,100	1,800	1,350	1,800	600	33%	1,800
001-190-0000-4126	HEALTH INS. ADMIN FEE	4,113	4,047	5,569	5,000	2,799	56%	64,613
001-190-0000-4132	UNEMPLOYMENT INSURANCE	-	-	-	10,000	-	0%	22,000
001-190-0150-4132	COMMUNITY DEVELOPMENT	508	-	-	-	-	0%	-
001-190-0222-4132	POLICE - UNEMPLOYMENT INSURANCE	5,868	-	4,611	-	-	0%	-
001-190-0370-4132	TRAFFIC SAFETY-UNEMPLOYMENT INS.	11,700	-	-	-	-	0%	-
001-190-0390-4132	FACILITIES MGMT.-UNEMPLOYMENT INS.	3,139	13,914	840	-	6,233	0%	-
001-190-0420-4132	RECREATION DEPT - UNEMPLOYMENT INS.	3,422	-	-	-	-	0%	-
001-190-3689-4132	COVID-19 GLOBAL OUTBREAK	(1,627)	(432)	-	-	-	0%	-
<b>Personnel Costs</b>		<b>29,223</b>	<b>19,329</b>	<b>12,370</b>	<b>105,800</b>	<b>9,632</b>	<b>9%</b>	<b>448,555</b>
001-190-0000-4220	TELEPHONE	59,565	60,474	47,007	55,000	20,876	38%	50,000
001-190-0000-4260	CONTRACTUAL SERVICES	80,244	95,575	86,570	115,000	30,421	26%	115,000
001-190-0000-4267	APPROPRIATED RESERVE	12,297	62,331	28,191	70,712	1,407	2%	75,000
001-190-0000-4270	PROFESSIONAL SERVICES	17,225	10,500	34,354	64,878	-	0%	56,853
001-190-3608-4270	HAZARD MITIGATION PROGRAM	22,519	-	-	4,625	-	0%	4,625
001-190-0000-4280	POSTAGE	21,641	25,544	23,250	25,000	10,081	40%	25,000
001-190-0000-4300	DEPARTMENT SUPPLIES	11,672	4,119	6,176	10,500	3,395	32%	10,500
001-190-0000-4380	SUBSCRIPTIONS DUES & MMBRSHIPS	32,803	30,953	36,153	32,000	26,766	84%	32,000
001-190-0000-4405	INTEREST EXPENSE	843	50,617	24,642	-	-	0%	-
001-190-0000-4428	SMART METER LOAN PRINCIPAL	18,361	3,178	-	-	-	0%	-
001-190-0000-4429	PRINCIPAL	514,174	-	-	-	-	0%	-
001-190-0000-4430	ACTIVITIES & PROGRAMS	-	400	-	2,000	22	1%	-
001-190-0000-4435	BANK CHARGES	15,918	19,807	23,245	10,000	2,264	23%	15,000
001-190-0000-4437	CASH OVER & SHORT	226	11	93	-	(9)	0%	-
001-190-0220-4437	CASH OVER & SHORT	75	5	(67)	-	(2)	0%	-
001-190-0000-4450	OTHER EXPENSE	1,263	5,283	-	5,000	-	0%	5,000
<b>Operations &amp; Maintenance Costs</b>		<b>808,826</b>	<b>368,795</b>	<b>309,613</b>	<b>394,715</b>	<b>95,221</b>	<b>24%</b>	<b>388,978</b>
001-190-0320-4741	EQUIP MAINT CHARGE	-	-	-	-	-	0%	7,418
<b>Internal Service Charges</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>7,418</b>

**Dept: Administrative Services**  
**Div: Non-Departmental**

Account Number & Title (cont'd)	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-190-0000-4917 TRANSFER TO RECREATION FUND	-	-	-	51,360	25,680	50%	-
001-190-0000-4918 TRANSFER TO RETIREMENT FUND	-	-	-	226,333	-	0%	176,333
001-190-0000-4927 TRANSFER TO STREET LIGHTING	20,000	-	-	-	-	0%	-
001-190-0000-4932 TRANSFER TO CAPITAL OUTLAY FUND	-	500,000	-	-	-	0%	-
001-190-0000-4941 TRANSFER TO EQUIP REPLACE FND	-	72,000	-	-	-	0%	100,000
001-190-0000-4943 TRANSFER TO FACILITY MAINT. FND	-	129,996	-	-	-	0%	98,667
001-190-0000-4953 TRANSFER TO COMM INV FUND	-	-	-	25,000	12,500	50%	-
001-190-0130-4132 FINANCE DEPARTMENT	-	2,501	-	-	-	0%	-
001-190-0178-4932 TRANSFER TO CAPITAL OUTLAY FUND	-	-	-	-	-	0%	-
001-190-0303-4932 ANNUAL ST SLURRY SEAL PROJECT	-	-	553,194	-	-	0%	-
001-190-3649-4267 YOUTH REINVESTMENT PROG BSCC 582-19	-	-	280	-	-	0%	-
001-190-0765-4932 TRANSFER TO CAPITAL OUTLAY FUND	-	1,217,803	2,500,000	-	-	0%	-
<b>Transfers</b>	<b>20,000</b>	<b>1,922,300</b>	<b>3,053,474</b>	<b>302,693</b>	<b>38,180</b>	<b>13%</b>	<b>375,000</b>
<b>Division Total</b>	<b>858,048</b>	<b>2,310,424</b>	<b>3,375,457</b>	<b>803,208</b>	<b>143,033</b>	<b>18%</b>	<b>1,219,951</b>

**LEGAL SERVICES (LABOR ATTORNEY)****DIVISION No. 112****DIVISION OVERVIEW**

The Legal Services - Labor Division accounts for special legal services for employment and labor-related issues. These services include consultation with expert legal professionals and subject matter experts to assist the City with labor contract negotiations, investigation of complaints and/or grievances, consultation on day-to-day disciplinary issues, and conducting of appeals hearings.

**Dept: Administrative Services**  
**Div: Labor Attorney**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-112-0000-4270 PROFESSIONAL SERVICES	114,445	195,760	370,710	150,000	89,907	60%	79,375
<b>Operations &amp; Maintenance Costs</b>	<b>114,445</b>	<b>195,760</b>	<b>370,710</b>	<b>150,000</b>	<b>89,907</b>	<b>60%</b>	<b>79,375</b>



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**ADMINISTRATIVE  
SERVICES DEPARTMENT:**

**INTERNAL SERVICE  
FUND: SELF-INSURANCE**

**DESCRIPTION**

Internal Service Funds are proprietary funds used to account for activities that provide goods and services to other funds or departments within the City on a cost reimbursement basis.

The following is a list of the Internal Service Funds used by the City:

**FUND NUMBER      DESCRIPTION**

	<b><u>INTERNAL SERVICE FUNDS</u></b>
006	Self-Insurance Fund (Administrative Services)
041	Equipment Maintenance and Replacement Fund (See Public Works Budget)
043	Facility Maintenance Fund (See Public Works Budget)

**SELF-INSURANCE FUND****FUND NO. 006****FUND OVERVIEW**

The City of San Fernando is a self-insured entity with deductible and aggregate limits. The City is a member of the Independent Cities Risk Management Authority (ICRMA). ICRMA is comprised of Southern California member cities and is organized under a Joint Powers Agreement pursuant to the California Government Code. The purpose of the Authority is to arrange and administer programs of insurance for the pooling of self-insured losses and to purchase excess insurance coverage. Each city member has a representative on the Board of Directors. This fund is established to provide reserves to offset potential losses due to either personal or property damage.

A. Workers' Compensation: The City maintains a program of self-insurance for any liability to City employees pursuant to the Workers' Compensation Laws of the State of California. The City is self-insured for the first \$500,000 on each claim. The City participates in the ICRMA's worker's compensation program, which provides insurance coverage in excess of the self-insured amount. Worker's compensation administration fees and liability and property insurance are paid from this fund.

B. General Liability: The City belongs to the ICRMA's liability program. Specific coverage includes comprehensive and general automotive liability, personal injury, contractual liability, errors and omissions and certain other coverage. Annual premium payments are paid by member cities and are adjusted retrospectively to cover costs. San Fernando self-insures from the first dollar to a limit of \$250,000 for all cases that fall under the contract with the ICRMA. Participating cities then share above the retention level of \$250,000 to \$20,000,000 per loss occurrence.

C. Revenues and Expenditures: This fund is reimbursed through labor allocations charged to each department. Should the fund not have sufficient monies to offset expenditures, any payments would have to be paid by the individual home department or by the General Fund.

**MAJOR PROJECTS/PROGRAMS**

- Maintain a healthy reserve to fund unforeseen litigation and claims expenses.
- Continue to implement the safety training program.
- Develop standard operating procedures to ensure accurate and timely reporting for cost recovery efforts.

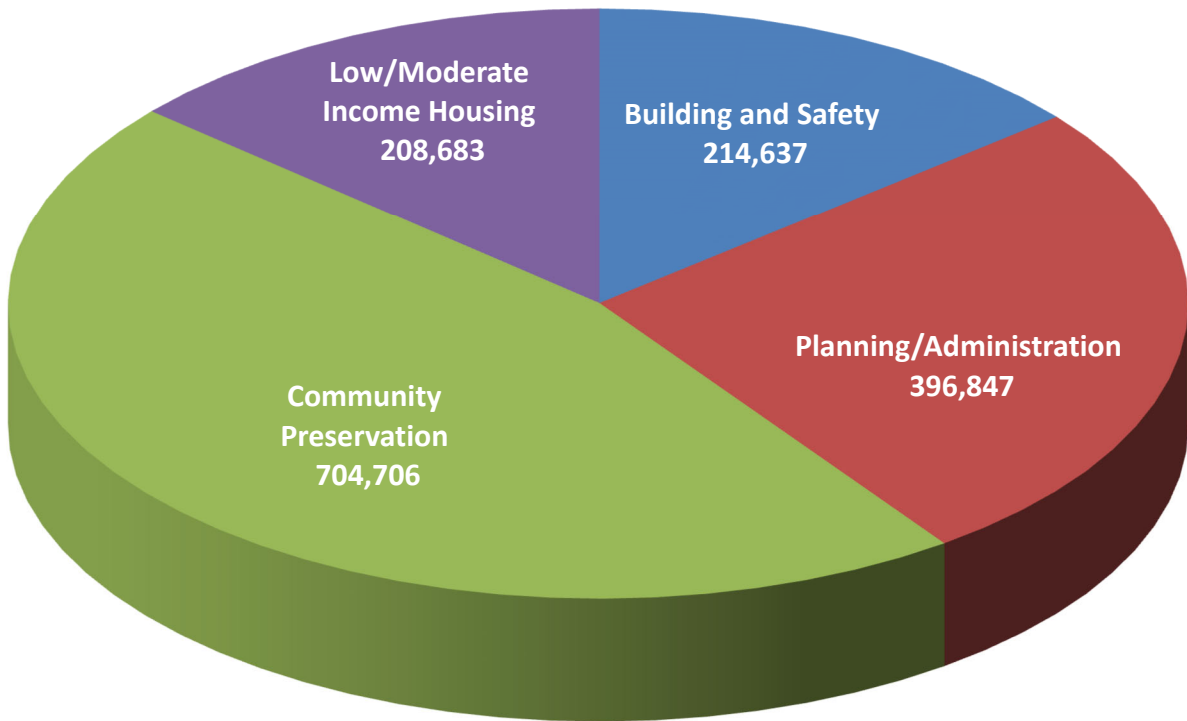
**Fund: Self-Insurance Fund**  
**Resp. Dept: Administrative Services**

		Beginning Fund Balance:			410,334			243,171
REVENUES		2021	2022	2023	2024	As of	2024	2025
	Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3500-0000	INTEREST INCOME	12,189	10,219	23,732	-	1,629	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(19,211)	(71,223)	(29,798)	-	94,109	0%	-
3901-0000	MISCELLANEOUS REVENUE	240	25,996	203,634	933,196	598,592	64%	-
3925-0000	WORKER'S COMP PREMIUM TRANSFER	1,164,114	1,256,326	1,508,306	1,349,641	662,939	49%	1,285,105
3951-0000	LIABILITY CHARGE	-	890,004	1,110,000	1,500,000	750,000	50%	1,015,000
3995-0000	TRANSFER FROM THE WATER FUND	60,000	60,000	60,000	60,000	30,000	50%	60,000
<b>Total Revenue</b>		<b>1,217,332</b>	<b>2,171,322</b>	<b>2,875,873</b>	<b>3,842,837</b>	<b>2,137,270</b>	<b>98%</b>	<b>2,360,105</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
	Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
006-110-5635-4270	PROFESSIONAL SERVICES	-	-	-	-	-	-	-
006-110-5636-4270	CONFIDENTIAL	-	-	-	-	-	-	-
006-190-0000-4240	INSURANCE AND SURETY	279,278	321,032	359,178	573,249	448,250	78%	358,659
006-190-0000-4270	PROFESSIONAL SERVICES	-	1,069	-	-	-	0%	-
006-190-0000-4300	DEPARTMENT SUPPLIES	(253)	309	-	-	964	0%	-
006-190-0000-4480	COST ALLOCATION	-	-	-	-	-	0%	-
006-190-0000-4800	LIABILITY INSURANCE CLAIMS	150,143	730,874	2,071,099	928,769	261,482	28%	250,000
006-190-0000-4810	WORKER'S COMP CLAIMS	497,246	41,027	579,901	556,751	1,128,518	203%	500,000
006-190-0000-4830	LIABILITY INS REQUIREMENTS	781,150	999,475	1,156,905	1,951,231	1,520,174	78%	1,216,341
006-190-3711-4240	HEALTHY SF OPEN ST EVENT	-	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>		<b>1,707,565</b>	<b>2,093,786</b>	<b>4,167,083</b>	<b>4,010,000</b>	<b>3,359,389</b>	<b>84%</b>	<b>2,325,000</b>
<b>Total Appropriations</b>		<b>1,707,565</b>	<b>2,093,786</b>	<b>4,167,083</b>	<b>4,010,000</b>	<b>3,359,389</b>	<b>160%</b>	<b>2,325,000</b>
<b>ANNUAL SURPLUS/DEFICIT</b>					<b>(167,163)</b>			
<b>Ending Balance:</b>					<b>243,171</b>	<b>278,276</b>		

NOTE: This Division was converted to an Internal Service Fund in FY 2015-2016

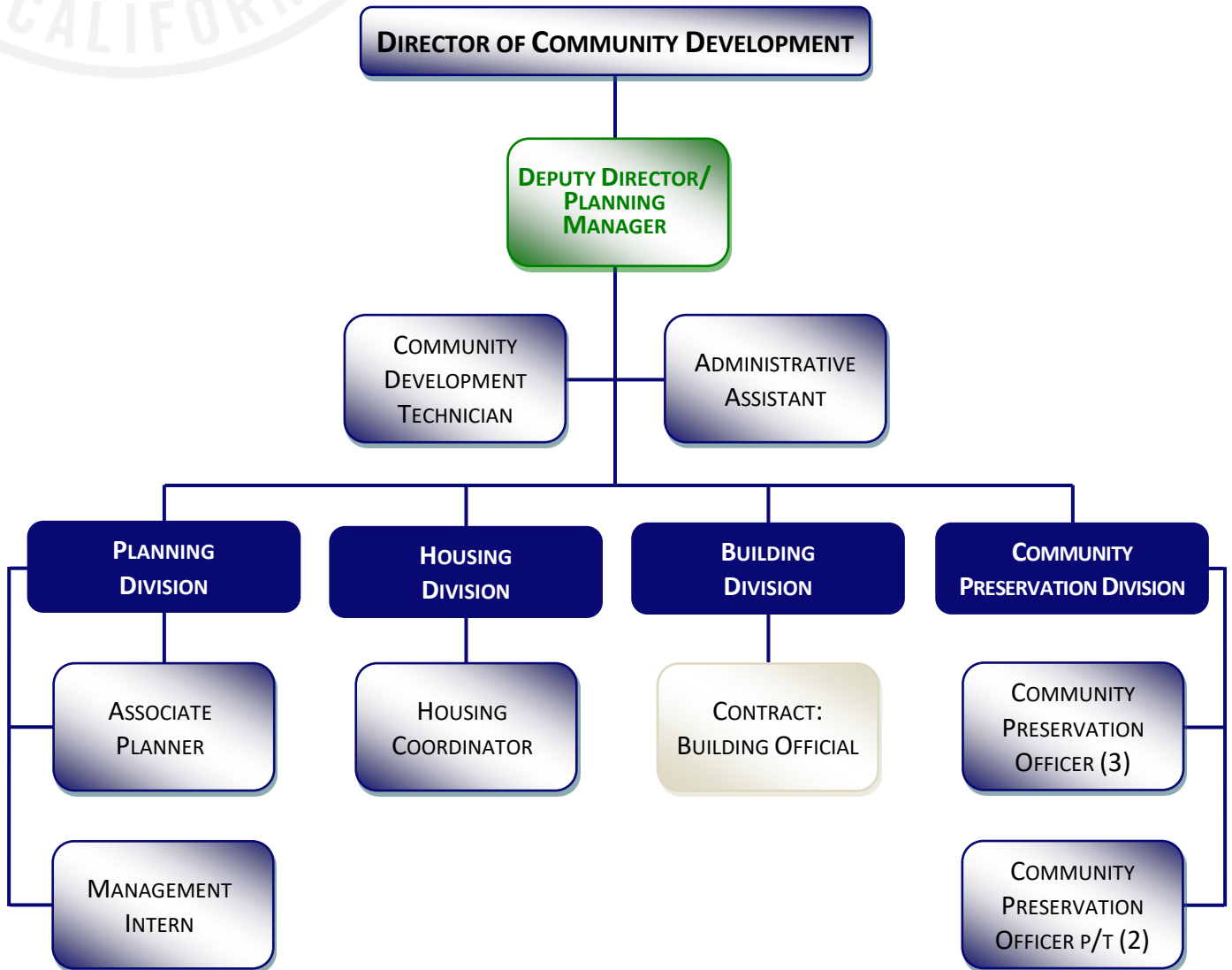
INCORPORATED  
AUG. 31, 1911

# COMMUNITY DEVELOPMENT DEPARTMENT



THE CITY OF  
**SAN FERNANDO**

**ORGANIZATIONAL CHART**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**FISCAL YEAR 2024-2025**



CONTRACT

PROPOSED

## MISSION STATEMENT

The Community Development Department strives to improve the quality of life and economic vitality of the City and its residents through planning, implementing, and administering programs and projects that address community needs and priorities. The Department is committed to serve customers with courtesy and professionalism, promote sustainable development, historic preservation, affordable housing, and protect public health, safety and general welfare through the built environment.

## DEPARTMENT OVERVIEW

The Community Development Department assists legislative bodies, including the City Council the Planning and Preservation Commission, as well as residents, businesses and property owners in the City to address land use, environmental, housing, historic and neighborhood preservation, public art, and City building and zoning code related matters.

The Department oversees the following activities:

- Ensuring that new building construction adheres to municipal building codes;
- Providing planning and development review to safeguard compliance with the City’s general plan and zoning regulations, State housing laws and the California Environmental Quality Act (CEQA);
- Enforcing municipal building and property maintenance regulations on existing properties;
- Facilitating affordable housing provision and coordination for homeless services;
- Updating local ordinances in compliance with State law, and focusing on developing policies and implementing strategies to improve economic vitality in the City; and
- Providing technical support to the City Council, the Successor Agency, and the Planning and Preservation Commission relating to planning review and approval of new development, neighborhood preservation, and environmental compliance.

## ACCOMPLISHMENTS FOR FY 2023-2024

1. On June 12, 2023, the Planning and Preservation Commission recommended the approval of Ordinance No. 1717 and on August 7, 2023 City Council approved Ordinance No. 1717 to streamline and update regulations and design standards for fences and walls in Section 106-670 of San Fernando Municipal Code to fit San Fernando residential needs. This took into effect on September 7, 2023. (Strategic Goal III, 1)
2. Due to the freezing of REAP 2.0 grant funding, the prior year objective to establish a Mixed-Use Overlay and amend Specific Plan 5 to comply with the latest state mandates and facilitate development of affordable housing units in existing commercial corridors to meet the Regional Housing Needs Assessment (RHNA) was not completed. This project and the identification of



**ACCOMPLISHMENTS FOR FY 2023-2024**

- alternative funding sources to complete it has been added to listed objectives for FY 2024-2025. (Strategic Goal III, 1)
3. The Southern California Association of Government developed a tool that the City can utilize to a regional Vehicle Miles Travelled (VMT) methodology to comply with State law. This eliminated the City's need to develop its own VMT methodology. Next steps would be to determine if adoption is required. This project will be added to the list of objectives for the Public Works Department. (Strategic Goal IV, 1)
  4. Due to staff transitions and competing priorities the establishment of a post-COVID outdoor dining program was not completed. This project has been added to listed objectives for FY 2024-2025. (Strategic Goals II, 4)
  5. Due to assigned staff departing prior to its completion the adoption of a Public Art ordinance was not completed. This will be added to objectives for FY 2025-2026. (Strategic Goals II, 1)
  6. On January 18, 2022, City Council adopted Ordinance No. U-1706 establishing objective standards for Urban Lot Splits and two-unit residential development projects in single family residential (R-1) zone pursuant to Senate Bill 9. The update to the Accessory Dwelling Unit (ADU) ordinance was not completed as the state legislature adopted a requirement for local agencies to implement a complete ADU program by January 2025. Therefore, the ADU update as well as the development of an ADU program with the request for funding has been added to listed objectives for FY 2024-2025. (Strategic Goal III, 1)
  7. Due to assigned staff departing prior to its completion new landscape regulations and design standards for residential front yards was not completed. This project with the request for funding has been added to listed objectives for FY 2024-2025.(Strategic Goal III, I and IV, 1)
  8. The Downtown Master Plan project has been moved to the Economic Development Division of the Administration Department. (Strategic Goal II, 4)
  9. Due to the freezing of REAP 2.0 grant funding, the prior year objective to apply for a Certified Local Government status with the State Office of Historic Preservation to qualify for State grants for re-launching the City's historic preservation efforts has been postponed. This project will be added to the list of objectives for FY 2024-2026 if funding allows for the historic inventory to be updated. (Strategic Goal III, 3)
  10. Initiated the implementation of an automated solar permit system to empower our residential and commercial owners to obtain residential solar permits remotely and instantaneously. (Strategic Goal I, 6)

**ACCOMPLISHMENTS FOR FY 2023-2024**

11. Flyers were mailed out in the water bills of residents to remind them of the municipal codes that address property maintenance. In addition the City initiated the Neighborhood Clean Up! Program utilizing the appropriated CDBG funds. This was in place of the Spring Property Maintenance program as it is led by the Community Preservation Division to assist residents in addressing overgrown vegetation, bulky items, trash and debris, to ensure the beautification of San Fernando. (Strategic Goal III, 1)
12. The Neighborhood Clean-up Day was transitioned into the Neighborhood Clean Up! Program as Republic hosted a number of bulky item pick up days during the fiscal year. (strategic Goal III,1)
13. The City is participating in the LA County Development Authority Home Ownership Program that will assist moderate-income homebuyers earning 120% of the Area Median Income for LA County in the purchase of their first home. In addition, the City is promoting the LA County first time homebuyer grant- Greenline Home Program that offers \$35,000 to use as a down payment or to assist with closing costs. (Strategic Goals I, 1, III, 2 and III, 4-6)
14. The City's rehabilitation program to support restoration of existing housing to enhance the quality of life is currently under consideration by City Council. (Strategic Goals I, 1 and III,4)
15. On February 20, 2024, City Council received a report regarding the completion of Phase 1 of the City's Climate Adaptation & Resilience Plan (CARP). Phase 1 involved creating a Greenhouse Gas Emissions Inventory and a Climate Vulnerability Assessment. On April 2, 2024, City Council accepted grant funds from the Office of Planning and Research in the amount of \$599,918.18 and amended a contract with Rincon Consultants to initiate Phase 2 of the CARP. (Strategic Goal IV, 1)
16. As May 2024, all full-time Department vacancies are filled. (Strategic Goal I, 1)
17. Established on-call lists of professional planning and environmental firms to assist with development, environmental, and architectural design review, as well as long-range planning to supplement staff resources and provide additional expertise as on-call as needed basis to alleviate the need to issue an RFP for individual projects or department need. (Strategic Goal III, 3 and 4)
18. Number of projects, cases and revenues have been added to the performance metrics below and will continue to be reported as such for subsequent fiscal year reports. (Strategic Goal I, 1 and 6)
19. Improving City's Online Permit Counter to provide more efficient and streamlined process for Planning Application and Building Permit review and approval is a given on-going goal of the department and will not be specified in subsequent fiscal year reports. (Strategic Goal I, 6)

**ACCOMPLISHMENTS FOR FY 2023-2024**

20. The develop a comprehensive set of objective design standards for infill mixed-use and multi-family developments was separated from the larger objective due to the freezing of the REAP 2.0 grant funding. It was coupled with the implementation of the mixed-use overlay as an objective. While, these two planning projects are essential to implementing our Housing Element, it may be phased or completed as funds become available. The other portion of the project which calls for the development of objective design standards for commercial and residential uses of 4 units or less will be added to the list of objectives for the fiscal year 2025-2026. (Strategic Goal III,4)
21. Due to the freezing of the REAP 2.0 funding, the application for a Certified Local Government (CLG) grant program from the State Office of Historic Preservation to initiate Phase I of Historic Survey Update was not completed. This will be added to the list of objectives for FY 2025-2026. (Strategic Goal III, 3)

**OBJECTIVES FOR FY 2024-2025**

1. Establish Objective Design Standards for multi-family and mixed-use developments to allow for a streamlined ministerial planning review process in compliance with State mandates. Simultaneously, implement a Mixed-Use Overlay to comply with State housing law by increasing densities in existing commercial corridors to meet the Regional Housing Needs Assessment (RHNA) allocation while protecting the character and charm of existing residential neighborhoods. (Strategic Goal III, 1)
2. Finalize creation of a new outdoor dining program to promote pedestrian friendly and community focused design, as well as supporting post-COVID business model and economic development. (Strategic Goal II, 4)
3. Update Accessory Dwelling Unit ordinance to comply with the latest state mandates and aligns with the Housing Element. (Strategic Goal III, 5a)
4. Create new landscape regulations and design standards for residential front yards based on the outcome of Every Last Drop research project conducted by CalPoly Pomona students to address the challenges of the changing climate and ensure visual attractiveness of front yards in residential areas. (Strategic Goal III, 1 and IV, 1)
5. Initiate a Commercial Education and Maintenance Campaign for Community Preservation Officers to work with the business community to ensure the beautification of San Fernando's commercial corridors. (Strategic Goal II, 4, 5)

## OBJECTIVES FOR FY 2024-2025

6. Update the City's Zoning Code to comply with State housing laws including density bonus law and to ensure facilitation of affordable housing. (Strategic Goal III, 4)

### **Proposed Enhancement to Services:**

7. Deputy Director of Community Development/Planning Manager: \$211,400- Ongoing (Strategic Goal I, 1) –

This position will provide much needed capacity at the manager level to provide structure within the department by supporting the Director in the overall leadership of the Department. This position will plan, organize, direct and supervise current and advanced planning programs; implement the City's Zoning Code, General Plan and other State and local regulations. They will also coordinate with managers of other departments to ensure the City's development process is strategic, compliant, efficient and inclusive.

8. Supplemental Community Development services: \$100,000- One-Time- (Strategic Goal I, 1)

This will ensure essential building services are provided to the community, as well as to implement policies/programs that are required by State law, identified in the City's certified Housing Element or have been directed by Council to complete that staff does not have the certifications or expertise to provide.

9. Annual community preservation glossy Citywide residential postcard mailing: \$3,463-Ongoing (Strategic Goal III, 1).

This is the full cost of mailing out one glossy postcard to all residential properties in the City once a year. This will allow the Community Preservation Division to notify residents of specific enforcement programs that will occur related to community beautification.

**PERFORMANCE MEASURES**

<b>PLANNING/ADMINISTRATION DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Public Inquiries at Counter*	-	-	679	2,856	2,000
B. # of Planning Application Submitted	585	633	379	525	530
C. # of Agenda Items (City Council (CC); Planning and Preservation Commission (PCC))	CC: 9 PCC: 18	CC: 17 PCC: 11	CC: 12 PCC: 17	CC: 10 PCC: 11	CC: 11 PCC: 12

\* In-Person Inquiries Only (Does not include Phone/Email)

<b>BUILDING &amp; SAFETY DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Building Permit Issued	1,223	1,044	756	1,000	1,400
B. # of Plans Reviewed	79	141	69	122	100
C. # of Building Inspections Completed	1,116	1,233	2,251	2,541	2,075
D. # of Presale Inspections	87	110	42	50	40

<b>COMMUNITY PRESERVATION DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Code Violations Initiated	706	674	543	593	640
B. # of Citation Issued	596	654	496	161	190
C. # of Code Enforcement Cases Closed	461	626	400	932	500
D. # of Code Enforcement Follow-Up Inspections	786	895	822	1,337	830

<b>HOUSING DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Customers Served	**	**	90	120	120
B. # of Home Loan/Grant Pre-Applications Received	**	**	0	100	100
C. # of Home Loan/Grant Applications Funded	**	**	0	10	10
D. # of Outreach Events for Landlord/Tenant Rights	**	**	0	4	4
E. # of Outreach Events for Unhoused Individuals	**	**	1	4	4

\*\* Not Previously Tracked

**FUNDING SUMMARY FOR FY 2024-2025**
**SOURCES:**

	2021	2022	2023	2024	2025
<b>COMMUNITY DEVELOPMENT</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
General Revenue	678,702	374,243	717,360	1,064,421	929,123
Construction Permits	284,111	262,647	315,000	330,500	300,000
Comm. & Home Occupancy Permits	20,068	23,881	23,000	24,000	21,500
Planning Review	35,442	28,896	32,000	34,500	30,000
Garage Sale Permits	1,128	1,785	1,700	2,000	2,250
Banner And Sign Permits	14,384	10,950	14,000	15,500	16,000
Code Enforcement Citations	16,890	12,428	11,000	13,000	20,000
Zoning & Planning Fees	109,026	123,914	90,000	129,000	150,000
Public Notification Fees	-	247	440	500	1,000
Environmental Assessment Fees	-	4,800	2,000	2,000	5,000
Code Enforcement Inspection Orders	3,782	6,687	3,500	6,000	5,000
Inspection Upon Resale Program	22,800	26,880	19,000	24,000	20,000
Vendor Inspection Fees	8,013	19,620	15,000	17,500	25,000
<b>TOTAL FUNDING SOURCES</b>	<b>1,194,346</b>	<b>896,978</b>	<b>1,244,000</b>	<b>1,662,921</b>	<b>1,524,873</b>

**USES:**

	2021	2022	2023	2024	2025
<b>COMMUNITY DEVELOPMENT</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
01-140 Building and Safety	191,954	83,569	122,623	227,357	214,637
01-150 Planning/Administration	433,013	391,683	558,015	463,805	396,847
01-151 Economic Development <sup>(1)</sup>	42,065	33,955	-	-	-
01-152 Community Preservation	527,313	387,771	492,999	763,947	704,706
01-155 Low/Mod Income Housing	-	-	70,363	207,812	208,683
<b>TOTAL FUNDING USES</b>	<b>1,194,346</b>	<b>896,978</b>	<b>1,244,000</b>	<b>1,662,921</b>	<b>1,524,873</b>

<sup>1</sup> Economic Development Division moved from Community Development to City Manager's Office in FY 2022-2023



## COMMUNITY DEVELOPMENT DEPARTMENT

### PERSONNEL:

	2021	2022	2023	2024	2025
COMMUNITY DEVELOPMENT	Actual	Actual	Actual	Adjusted	Proposed
Director of Community Development	1.00	1.00	1.00	1.00	1.00
Deputy Director/Planning Manager <sup>1</sup>	0.00	0.00	0.00	0.00	1.00
Building & Safety Supervisor	1.00	0.00	0.00	0.00	0.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Development Secretary	1.00	0.00	0.00	0.00	0.00
Community Development Technician	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Community Preservation Officer	2.00	2.00	3.00	3.00	3.00
Community Preservation Officer (FTE)	0.95	0.95	0.95	0.95	0.95
City Maintenance Helper - Graffiti (FTE)	0.75	0.75	0.00	0.00	0.00
Management Intern	0.00	0.46	0.46	0.46	0.46
Housing Coordinator	0.00	0.00	1.00	1.00	1.00
<b>TOTAL COMM. DEV. PERSONNEL</b>	<b>7.70</b>	<b>7.16</b>	<b>9.41</b>	<b>9.41</b>	<b>10.41</b>

<sup>1</sup> Deputy Director of Community Development/Planning Manager recommended as budget enhancement in Fiscal Year 2024-2025

**BUILDING AND SAFETY****DIVISION NO. 140****DIVISION OVERVIEW**

The Building and Safety Division ensures the safe occupancy of buildings by verifying construction compliance with regulated building and fire codes, and construction that is built in accordance with approved planning entitlements. Building and Safety operations include public counter permitting operations, plan check review and building inspection. The building and safety, planning and administrative personnel will continue to work together on improving the department's standard operating procedures, including the coordination with other departments and plan checking consultants in an effort to streamline and shorten the time necessary to review development proposals and complete the processing of construction permits.

Outside professional firms continue to support the Building and Safety Division by providing professional and technical skills on an on-call as needed basis. This includes the review of construction documents, building inspections and Building Official services.



**Dept: Community Development**  
**Div: Building & Safety**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-140-0000-4101 SALARIES-PERMANENT EMPLOYEES	72,948	18,658	70,997	81,328	34,257	42%	111,626
001-140-0000-4105 OVERTIME	2,165	1,627	2,353	-	354	0%	-
001-140-0000-4120 O.A.S.D.I.	5,747	1,552	5,457	5,870	2,648	45%	7,793
001-140-0000-4126 HEALTH INSURANCE	19,113	5,095	5,514	7,795	5,093	65%	19,536
001-140-0000-4128 DENTAL INSURANCE	1,425	353	405	316	573	181%	611
001-140-0000-4129 RETIREE HEALTH SAVINGS	-	-	1,489	600	323	54%	1,275
001-140-0000-4130 WORKER'S COMPENSATION INS.	4,334	321	1,136	1,235	1,442	117%	3,970
001-140-0000-4134 LONG TERM DISABILITY INSURANCE	-	-	233	337	93	27%	441
001-140-0000-4136 OPTICAL INSURANCE	353	68	70	54	107	198%	204
001-140-0000-4138 LIFE INSURANCE	60	23	44	70	29	42%	90
001-140-0000-4140 WELLNESS BENEFIT	-	-	-	150	-	0%	-
<b>Personnel Costs</b>	<b>106,145</b>	<b>27,695</b>	<b>87,697</b>	<b>97,755</b>	<b>44,918</b>	<b>46%</b>	<b>145,546</b>
001-140-0000-4220 TELEPHONE	132	-	-	900	-	0%	900
001-140-0000-4270 PROFESSIONAL SERVICES	62,860	36,535	14,301	103,456	8,305	8%	40,696
001-140-0000-4300 DEPARTMENT SUPPLIES	2,708	950	2,897	4,795	259	5%	2,500
001-140-0000-4320 DEPARTMENT EQUIPMENT MAINT	-	-	-	-	-	0%	-
001-140-0000-4360 PERSONNEL TRAINING	583	170	4,071	1,900	-	0%	1,400
001-140-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	-	1,322	-	-	0%	1,850
001-140-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	145	315	185	515	-	0%	515
001-140-0000-4390 MILEAGE REIMBURSEMENT	-	-	762	900	-	0%	900
<b>Operations &amp; Maintenance Costs</b>	<b>66,428</b>	<b>37,970</b>	<b>23,537</b>	<b>112,466</b>	<b>8,564</b>	<b>8%</b>	<b>48,761</b>
001-140-0000-4706 LIABILITY CHARGE	-	1,728	5,100	7,941	3,971	50%	7,935
001-140-0000-4743 FACILITY MAINTENANCE CHARGE	19,382	16,176	6,288	9,195	4,598	50%	12,395
<b>Internal Service Charges</b>	<b>19,382</b>	<b>17,904</b>	<b>11,388</b>	<b>17,136</b>	<b>8,568</b>	<b>50%</b>	<b>20,330</b>
001-140-0000-4500 CAPITAL EXPENSES	-	-	-	-	-	0%	-
<b>Capital Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>191,954</b>	<b>83,569</b>	<b>122,623</b>	<b>227,357</b>	<b>62,050</b>	<b>51%</b>	<b>214,637</b>

**PLANNING/ADMINISTRATION****DIVISION NO. 150****DIVISION OVERVIEW**

The Planning/Administration Division administers and implements City land use and development policies, design policies, historic preservation program, public art program, and compliance with the California Environmental Quality Act. The division provides direct services to the public by staffing the public counter, responding to citizen inquiries, processing a variety of development review applications, and working closely with the Planning and Preservation Commission, and the City Council to ensure new development reflects City land use policy, and enhances the built environment.

Planning personnel continue to work on improving the department's review and processing of project entitlements, including coordination with building and safety personnel, other City departments, and design consultants in order to implement Council directives and department priority projects. Planning personnel also update policies and standards to comply with changing State housing and land use laws, promoting economic development and sustainability, and improving public health and the environment.

**Dept: Community Development**  
**Div: Planning/Administration**

Account Number & Title	2021	2022	2023	2024	As of	2024	2025
	Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
001-150-0000-4101 SALARIES-PERMANENT EMPLOYEES	292,296	224,509	159,990	156,062	90,472	58%	182,398
001-150-0000-4103 WAGES-TEMPORARY & PART-TIME	3,727	30,372	13,392	21,250	10,677	50%	38,522
001-150-0000-4105 OVERTIME	8,259	6,577	4,354	-	535	0%	-
001-150-0000-4111 COMMISSIONER'S REIMBURSEMENT	2,475	1,875	1,950	6,000	300	5%	6,000
001-150-0000-4120 O.A.S.D.I.	19,818	20,128	13,288	14,158	7,906	56%	16,693
001-150-0000-4124 RETIREMENT	-	-	-	-	-	0%	-
001-150-0000-4126 HEALTH INSURANCE	37,178	18,527	24,819	36,405	19,080	52%	41,575
001-150-0000-4128 DENTAL INSURANCE	3,881	1,023	1,612	632	1,739	275%	1,300
001-150-0000-4129 RETIREE HEALTH SAVINGS	2,068	3,158	2,276	3,426	1,232	36%	2,475
001-150-0000-4130 WORKER'S COMPENSATION INS.	4,643	4,125	3,935	3,283	3,582	109%	5,424
001-150-0000-4134 LONG TERM DISABILITY INSURANCE	1,070	440	466	337	93	27%	441
001-150-0000-4136 OPTICAL INSURANCE	632	285	284	107	327	305%	434
001-150-0000-4138 LIFE INSURANCE	203	173	117	277	88	32%	248
001-150-0000-4140 WELLNESS BENEFIT	-	600	600	300	-	0%	750
001-150-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	1,500
001-150-0000-4142 AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	4,800
001-150-3689-XXXX COVID-19 GLOBAL OUTBREAK	2,100	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>378,350</b>	<b>311,791</b>	<b>227,084</b>	<b>242,237</b>	<b>136,031</b>	<b>56%</b>	<b>302,560</b>
001-150-0000-4230 ADVERTISING	3,405	4,292	5,558	4,900	1,743	36%	2,000
001-150-0000-4270 PROFESSIONAL SERVICES	4,055	16,389	252,645	148,434	6,719	5%	33,750
001-150-0000-4300 DEPARTMENT SUPPLIES	4,251	1,224	8,090	4,115	957	23%	4,115
001-150-0000-4360 PERSONNEL TRAINING	-	-	382	100	-	0%	900
001-150-0000-4365 TUITION REIMBURSEMENT	-	-	-	3,000	-	0%	-
001-150-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	50	50	3,200	5,960	1,037	17%	6,110
001-150-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	1,547	1,673	1,888	1,425	96	7%	1,725
001-150-0000-4390 MILEAGE REIMBURSEMENT	2,591	1,652	1,640	1,900	1,662	87%	1,800
<b>Operations &amp; Maintenance Costs</b>	<b>15,898</b>	<b>25,280</b>	<b>273,403</b>	<b>169,834</b>	<b>12,214</b>	<b>7%</b>	<b>50,400</b>
001-150-0000-4706 LIABILITY CHARGE	-	22,260	19,812	21,573	10,787	50%	16,495
001-150-0000-4743 FACILITY MAINTENANCE CHARGE	38,765	32,352	37,716	30,161	15,081	50%	27,392
<b>Internal Service Charges</b>	<b>38,765</b>	<b>54,612</b>	<b>57,528</b>	<b>51,734</b>	<b>25,867</b>	<b>100%</b>	<b>43,887</b>
<b>Division Total</b>	<b>433,013</b>	<b>391,683</b>	<b>558,015</b>	<b>463,805</b>	<b>174,112</b>	<b>31%</b>	<b>396,847</b>

**COMMUNITY PRESERVATION****DIVISION No. 152****DIVISION OVERVIEW**

The Community Preservation Division protects public health, safety and welfare by enforcing the municipal code. Division staff perform inspections and enforce laws to correct illegal and unsafe building conditions and structures, inadequate property maintenance, public nuisances, noncompliance with business licensing requirements, and violations of zoning code regulations. Additionally, Community Preservation Division staff performs the City's graffiti abatement program on City-owned property and public right-of-way

**Dept: Community Development**  
**Div: Community Preservation**

Account Number & Title	2021	2022	2023	2024	As of	2024	2025
	Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
001-152-0000-4101 SALARIES-PERMANENT EMPLOYEES	140,779	164,159	246,821	271,061	80,053	30%	304,871
001-152-0000-4103 WAGES-TEMPORARY & PART-TIME	48,155	37,324	46,656	79,384	40,000	50%	98,848
001-152-0000-4105 OVERTIME	3,742	15,033	7,247	-	354	0%	-
001-152-0000-4120 O.A.S.D.I.	14,790	16,631	22,842	24,210	9,211	38%	30,138
001-152-0000-4124 RETIREMENT	-	-	-	-	-	0%	-
001-152-0000-4126 HEALTH INSURANCE	15,596	20,543	29,596	74,073	11,390	15%	79,422
001-152-0000-4128 DENTAL INSURANCE	1,377	531	405	316	893	283%	2,482
001-152-0000-4129 RETIREE HEALTH SAVINGS	-	587	1,593	7,338	323	4%	1,275
001-152-0000-4130 WORKER'S COMPENSATION INS.	12,919	14,659	18,075	24,435	5,416	22%	22,482
001-152-0000-4134 LONG TERM DISABILITY INSURANCE	-	-	233	337	93	27%	441
001-152-0000-4136 OPTICAL INSURANCE	311	68	70	54	182	337%	828
001-152-0000-4138 LIFE INSURANCE	302	255	277	485	99	21%	428
001-152-0000-4140 WELLNESS BENEFIT	-	-	-	150	-	0%	-
001-152-3689-4101 COVID-19 GLOBAL OUTBREAK	11,103	-	-	-	-	0%	-
001-152-3689-4103 COVID-19 GLOBAL OUTBREAK	18,703	7,718	-	-	-	0%	-
001-152-3689-4120 COVID-19 GLOBAL OUTBREAK	2,280	590	-	-	-	0%	-
001-152-3689-4130 COVID-19 GLOBAL OUTBREAK	2,167	561	-	-	-	0%	-
<b>Personnel Costs</b>	<b>272,225</b>	<b>278,660</b>	<b>373,815</b>	<b>481,843</b>	<b>148,013</b>	<b>31%</b>	<b>541,215</b>
001-152-0000-4220 TELEPHONE	2,898	2,328	2,126	4,500	760	17%	4,500
001-152-0000-4230 ADVERTISING	-	-	271	1,200	-	0%	587
001-152-0000-4270 PROFESSIONAL SERVICES	-	-	8,690	116,260	12,843	11%	25,000
001-152-0000-4300 DEPARTMENT SUPPLIES	8,746	11,720	5,350	12,831	2,037	16%	4,500
001-152-0000-4325 UNIFORM ALLOWANCE	448	1,183	1,614	2,000	89	4%	2,000
001-152-0000-4340 SMALL TOOLS	-	106	-	-	-	0%	-
001-152-0000-4360 PERSONNEL TRAINING	50	516	255	250	106	42%	945
001-152-0000-4365 TUITION REIMBURSEMENT	-	-	-	1,500	476	32%	-
001-152-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	670	3,937	1,815	3,370	2,668	79%	2,668
001-152-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	285	485	485	500	200	40%	500
001-152-0000-4390 MILEAGE REIMBURSEMENT	-	-	658	900	-	0%	900
<b>Operations &amp; Maintenance Costs</b>	<b>13,098</b>	<b>20,275</b>	<b>21,264</b>	<b>143,311</b>	<b>19,178</b>	<b>13%</b>	<b>41,600</b>
001-152-0000-4706 LIABILITY CHARGE	-	14,664	26,592	43,204	21,602	50%	29,505
001-152-0320-4741 EQUIP MAINT CHARGE	37,102	18,672	22,944	33,589	16,794	50%	22,256
001-152-0000-4741 EQUIP REPLACEMENT CHARGE	4,375	4,380	4,380	4,375	2,190	50%	11,875
001-152-0000-4743 FACILITY MAINTENANCE CHARGE	61,248	51,120	44,004	57,625	28,812	50%	58,255
<b>Internal Service Charges</b>	<b>102,725</b>	<b>88,836</b>	<b>97,920</b>	<b>138,793</b>	<b>69,398</b>	<b>50%</b>	<b>121,891</b>
001-152-0000-4500 CAPITAL EXPENSES	139,265	-	-	-	-	0%	-
<b>Capital Costs</b>	<b>139,265</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>527,313</b>	<b>387,771</b>	<b>492,999</b>	<b>763,947</b>	<b>236,589</b>	<b>31%</b>	<b>704,706</b>

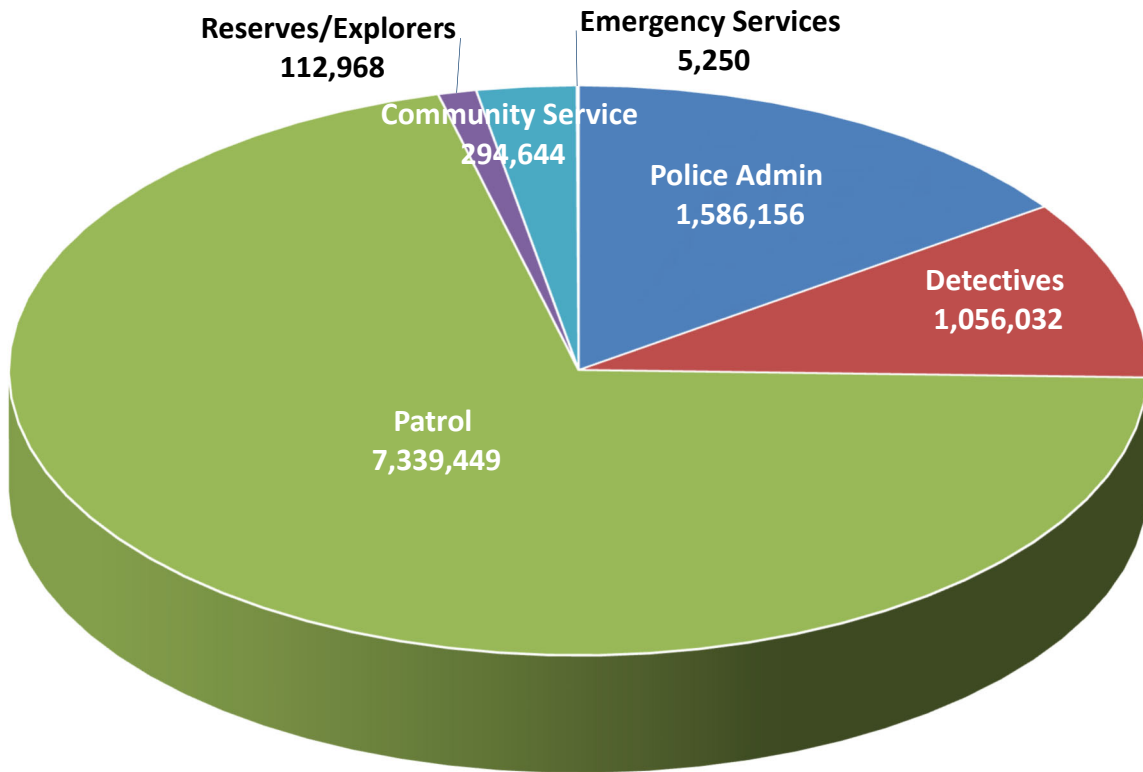
**HOUSING****DIVISION NO. 155****DIVISION OVERVIEW**

The Housing Division develops and implements strategies to address homelessness and to promote and maintain affordable housing in San Fernando. The Division is responsible for implementing programs in the Housing Element and Homeless Action Plan, tracking affordable housing units to ensure long-term affordability and quality of affordable housing stock, and promote programs that assist with homeownership or retention and restoration of existing housing to enhance the quality of life. The Division works with third party consultants, non-profit organizations, and the greater San Fernando community to bring and maintain quality affordable housing, and manage homeless services coordination with neighboring jurisdictions and community outreach.

**Dept: Community Development**  
**Div: Low/Moderate Income Housing**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
001-155-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	46,095	127,767	39,645	31%	143,308
001-155-0000-4105 OVERTIME	-	-	-	-	173	0%	-
001-155-0000-4120 O.A.S.D.I.	-	-	3,335	9,454	3,046	32%	10,217
001-155-0000-4124 RETIREMENT	-	-	-	-	(1,385)	0%	-
001-155-0000-4126 HEALTH INSURANCE	-	-	959	29,253	2,878	10%	16,672
001-155-0000-4128 DENTAL INSURANCE	-	-	300	-	423	0%	521
001-155-0000-4129 RETIREE HEALTH SAVINGS	-	-	1,395	1,050	941	90%	2,175
001-155-0000-4130 WORKER'S COMPENSATION INS.	-	-	1,881	1,975	1,525	77%	4,366
001-155-0000-4134 LONG TERM DISABILITY INSURANCE	-	-	-	337	93	27%	441
001-155-0000-4136 OPTICAL INSURANCE	-	-	63	-	80	0%	174
001-155-0000-4138 LIFE INSURANCE	-	-	50	117	53	45%	113
001-155-0000-4140 WELLNESS BENEFIT	-	-	-	150	-	0%	-
<b>Personnel Costs</b>	-	-	<b>54,079</b>	<b>170,103</b>	<b>47,471</b>	<b>28%</b>	<b>177,987</b>
001-155-0000-4300 DEPARTMENT SUPPLIES	-	-	-	3,500	231	7%	3,000
001-155-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	-	-	1,700	125	7%	2,200
001-155-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	-	-	-	300	-	0%	300
001-155-0000-4390 MILEAGE REIMBURSEMENT	-	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	-	-	-	<b>5,500</b>	<b>356</b>	<b>6%</b>	<b>5,500</b>
001-155-0000-4706 LIABILITY CHARGE	-	-	6,852	13,818	6,909	50%	9,703
001-155-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	9,432	18,391	9,195	50%	15,493
<b>Internal Service Charges</b>	-	-	<b>16,284</b>	<b>32,209</b>	<b>16,104</b>	<b>50%</b>	<b>25,196</b>
<b>Division Total</b>	-	-	<b>70,363</b>	<b>207,812</b>	<b>63,932</b>	<b>91%</b>	<b>208,683</b>

# POLICE DEPARTMENT

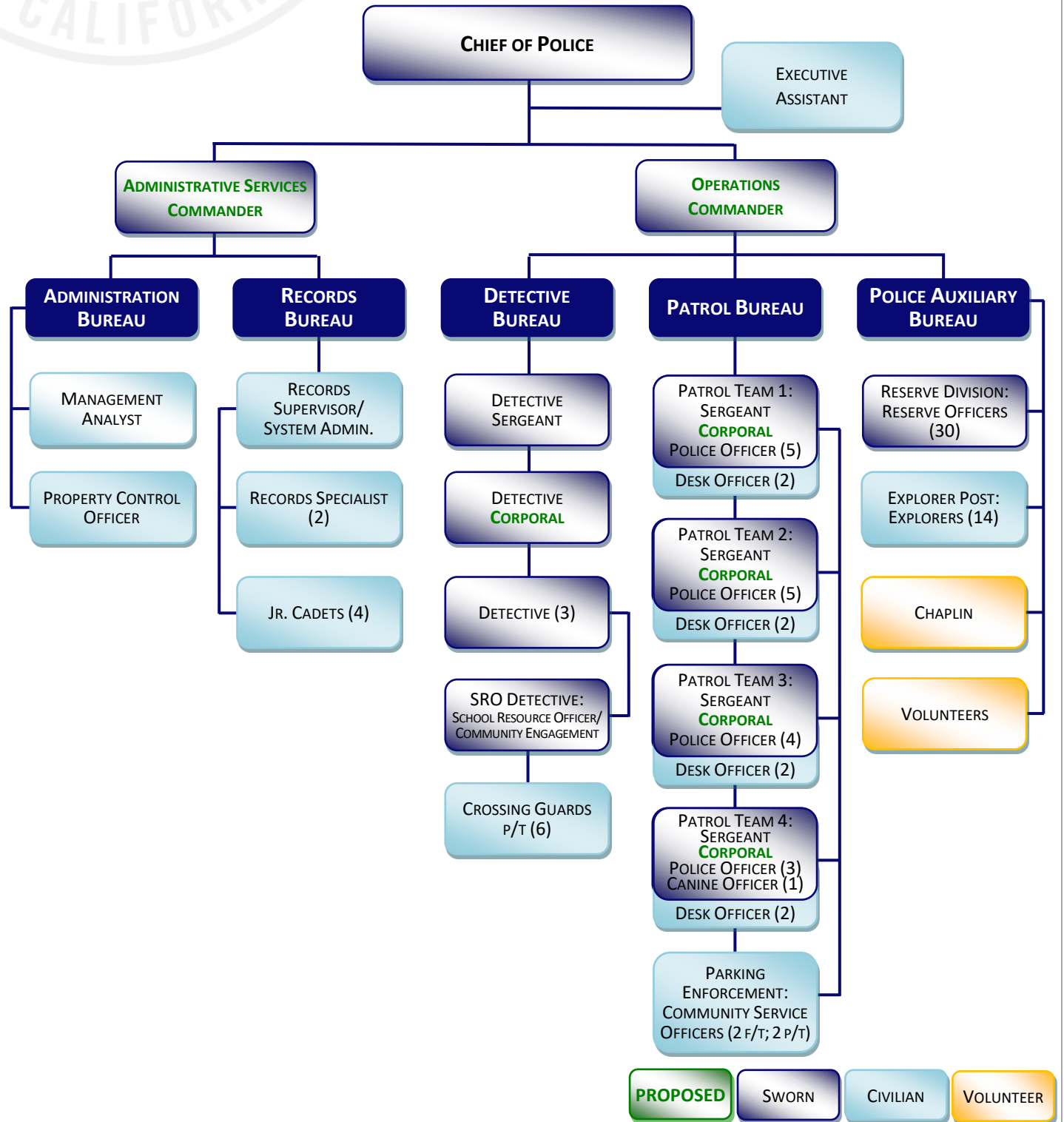




# THE CITY OF SAN FERNANDO

## ORGANIZATIONAL CHART

### POLICE DEPARTMENT FISCAL YEAR 2024-2025



## MISSION STATEMENT

The Police Department exists to safeguard life and protect property. The Department is mindful of the community's well-being in its pursuit of preserving peace, reducing crime, and creating an overall feeling of safety and security; working in conjunction with our stakeholders and law enforcement partners to achieve a better quality of life for the San Fernando Community.

## DEPARTMENT OVERVIEW

The Police Department is a dedicated group of law enforcement professionals vested in the highest quality of life for the community. Through investigations, patrols, crime prevention, and other specialized services, the Department protects life, property, and the rights of all persons. The Department continues to enjoy strong community support based upon efficient and effective law enforcement operations.

## ACCOMPLISHMENTS FOR FY 2023-2024

1. Implemented the Law Enforcement Mental Health and Wellness Act (LEMHWA) Grant to include peer counseling training for four (4) Department employees from June 26-28, 2024, to support a healthy work environment. (Strategic Goal I.4)
2. Entered into an agreement with The Counseling Team International (TCTI) in June 2024 to provide emotional support employees during critical incidents. (Strategic Goal I.4)
3. Continued developing a Mental Health evaluation program funded through the Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) Grant, facilitated by Congressman Tony Cardenas. The Council accepted the SAMHSA Grant funds on December 4, 2023. This program provides mental health services for community members experiencing acute mental health crises, connecting them with appropriate resources and promoting overall community wellness. (Strategic Goals I.1 & I.4)
4. In February 2024 conducted training for Chief, Lieutenants, Sergeants, Records Administrator, Management Analyst, and Lead Desk Officer. Established an Action Plan with timelines for project completion and hosted a Department wide meeting on March 21, 2024 to disseminate the plan to all Department members. (Strategic Goals I.1 & I.4)
5. Secured funding through the Organized Retail Theft Grant Program to enhance enforcement efforts targeting retail and property theft crimes. The City Council accepted grant funds on October 16, 2023, and approved a Master Services Agreement with Flock Safety on February 4, 2024. Finalized permits and began installation of FLOCK/Automated License Plate Reader (ALPR) cameras with eight (8) cameras installed in April 2024. (Strategic Goals I.1, I.4, I.6)

**ACCOMPLISHMENTS FOR FY 2023-2024**

6. One Sergeant attended session 1 of the Sherman Block Supervisory Leadership Institute (SBSLI) training on April 11, 2024, session 2 on May 9, 2024 and session 3 on June 6, 2023. (Strategic Goals I.1, I.2, I.4, & I.6)
7. Hosted two (2) Community Academies consisting of eleven (11) sessions each with an average of thirty (30) participants. Held five (5) Parent Academies consisting of six (6) sessions each, with a total of one-hundred seventy-five (175) participants. See *Performance Measures Detective Division D* for total number of community outreach events. (Strategic Goals I.1 & I.2)
8. Hosted ten (10) Neighborhood Watch and Business Watch Meetings, averaging twelve (12) and eight (8) participants, respectively. See *Performance Measures Detective Division D* for total number of community outreach events. (Strategic Goals I.1 & I.2)
9. Hosted annual Police Department Open House on Memorial Day On May 29, 2023 that brought approximately two-hundred fifty (250) attendees to the Police facility during the event. (Strategic Goals I.1 & I.2)
10. Hosted annual National Night Out event on October 3, 2023 that brought together approximately six-hundred (600) community members from San Fernando and surrounding neighborhoods. (Strategic Goals I.1 & I.2)
11. Sponsored Annual Holiday Basket Giveaway on December 19, 2023 that served one-hundred twenty (120) families with toys, gift cards and food. (Strategic Goal I.2 & I.7)
12. Received City Council authorization on January 16, 2024, and submitted grant applications to the Office of Traffic Safety (OTS) and Cannabis Tax Program for traffic and impaired driving enforcement. Notification of award is expected in June 2024. (Strategic Goal I.2 & VII.4)
13. In April 2024, received City Council authorization and submitted a grant application to Alcoholic Beverage Control (ABC) to fund operations that focus on alcohol-related compliance with state law and local regulations. (Strategic Goal I.2 & VII.4)
14. In June 2024, purchased four (4) additional Body Worn Cameras for Community Service Officers (Strategic Goal I.1).
15. Expanded the Department's Wellness Program by sending two (2) Officers for training and certification as Gracie Survival Tactics Instructors from January 29 to February 2, 2024. An additional officer was trained and certified as a Gracie Survival Tactics Instructor from May 27-31, 2024. (Strategic Goal I.2)

## ACCOMPLISHMENTS FOR FY 2023-2024

16. Established a Law Enforcement Chaplain program March 28, 2024, whose purpose is to provide emotional and spiritual support to law enforcement personnel, families, and community members during times of crises. (Strategic Goal I.4)
17. Hired six (6) Police Officers, one (1) Community Service Officer, two (2) Police Dispatchers, and added two (2) Police Reserve Officers and one (1) Volunteer. (Strategic Goal I.2)
18. San Fernando Explorer Post 521 participated in the Chandler Tactical Competition on January 13<sup>th</sup> and 14<sup>th</sup> in 2024 and won three (3) separate awards. In total, the explorer post participated in twenty-two (22) different events. Detective Jorge Cervantes was awarded the William H. Spurgeon III Award on April 17, 2024, which is the highest award possible for Explorer advisors. This is the second time a San Fernando Police Department advisor has ever received this award. (Strategic Goal I.4)
19. Successfully passed two (2) training compliance and background audits by California Peace Officer Standards and Training (POST). The first audit was conducted on August 30, 2023 and the second audit was conducted on February 21, 2024. (Strategic Goal I.2)
20. Reallocated 20% of a full-time Detective's responsibilities to serve in the capacity of a School Resource Officer. (Strategic Goal I.2 & I.6)
21. Began Concealed Weapons Carry Licensing Program (CCW) on January 1, 2024 in accordance with Federal and State laws.

## OBJECTIVES FOR FY 2024-2025

1. Recruit to fill vacant Commander and Police Officer positions. (Strategic Goal I.2)
2. Present a formalized Police Volunteer Program to City Council and expand Police Reserve Program. (Strategic Goal I.2)
3. Develop POST certified in-house training courses taught by Departmental instructors. Benefits include employee development, cost savings and reduced reliance on outside agencies for perishable skills training. (Strategic Goal I.2)
4. Present the option to City Council of entering into an MOU and assigning an Officer to the Taskforce for Regional Auto Theft Prevention (TRAP) or other Multi-Agency Task Force once the Department reaches target-staffing levels for the purpose of accessing and pooling additional law enforcement resources and focusing on proactive enforcement. (Strategic Goal I.1 & I.4)
5. Expand Police Department Community Engagement efforts. (Strategic Goal I.1 & I.3)

## OBJECTIVES FOR FY 2024-2025

6. Expand collaboration with regional partners. (Strategic Goal I.2, I.5 & I.6)
7. Complete updates to security for the police facility, to include cameras, perimeter security gate, and access control using Urban Area Security Initiative (UASI) grant funds. (Strategic Goal I.2)

### **Proposed Enhancements to Services:**

8. 4 Handheld Ticket Writers: \$30,000 – Ongoing (Strategic Goal I.1, I.2, I.3, & I.6)  
Purchase and integrate electronic ticket writers for Patrol Operations to assist the Department in remaining compliant with the Racial and Identity Profiling Act and facilitate the administration and data collection of parking and traffic enforcement activities (RIPA, AB 953).
9. Police Corporal Program: \$40,000 – Ongoing (Strategic Goal I.2)  
Implement a Police Corporal rank into the current organizational structure to enhance accountability, oversight, operational efficiency, improve communication between the different ranks, provide additional leadership opportunities within the Department to enhance the development of officers, and contribute to succession planning.
10. E-Subpoena Program and Software: \$7,320 One-Time/\$4,000 Ongoing. (Strategic Goal I.2, I.3, & I.6)  
Purchase and implement E-Subpoena Program and software to increase administrative efficiency, decrease duplication of data entry and human error, technologically integrate with the Los Angeles County Court System for the purpose of automating and streamlining the issuing and tracking of subpoenas for officers and members of the community.
11. Background Investigations: \$15,000 One-Time (Strategic Goal I.2)  
Continue recruitment efforts by funding background investigations, polygraphs, psychological evaluations and uniform purchases for potential new employees.
12. POST Training: \$20,000 One-Time (Strategic Goal I.2)  
Increase POST training for new officers and detectives to meet State mandated and POST requirements.
13. Ammunition Cost Increase: \$10,000 One-Time (Strategic Goal I.2)  
Supplement the Department's budget to maintain the current level of ammunition purchases to mitigate the impact of rising ammunitions costs for the purpose of ensuring officers are proficient in firearm usage.
14. Tuition Reimbursement: \$32,000 One-Time (Strategic Goal I.2)

**OBJECTIVES FOR FY 2024-2025**

Offsets the cost of tuition for employees seeking professional development to improve their respective professional skills and contribute to overall organizational success.

**PERFORMANCE MEASURES**

<b>POLICE ADMINISTRATION DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Part 1 Crimes Reported to DOJ	441	617	600	740	700
B. # of Employee Trainings/Hours	3,696	3,938	4,000	6,918	5,000
C. # of Reports Processed	2,657	2,920	2,949	2,947	2,900
D. # of Walk Up Service Window Patrons	3,930	3,407	4,090	4,976	5,000
E. % of Timeliness of Answering 911 Calls (less or equal 10 seconds)*	92.345	93.411	93.250	92	100
F. # of Police Applicants	45	64	64	97	50

<b>DETECTIVES DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Cases Assigned	1938	1909	1935	1,825	1,900
B.# of Cases Closed	1770	1405	1207	1,329	1,350
C. # of Cases Filed with District Attorney	469	454	450	321	400
D. # of Community Outreach Events (incl. school presentations beginning 2023)	24	33	74	96	90

<b>PATROL DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. Average Response Time (Priority 1)	4:27	4:28	4.26	6.52	4/7/10
B. # of Customer Satisfaction Surveys	0	10	144	144	144
C. Average Rating from Customer Satisfaction Surveys	0	4.5	4.5	4.8	5
D. # and % Change In Traffic Collisions	229	257	233	260	234
E. # of Sustained and Unsustained Internal and External Community Complaints	1/9	0/2	1/2	0/6	0/3

<b>RESERVES/EXPLORER DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Events Participated In	14	14	14	22	22
B. # of Reserve officer Volunteer Hours	3,737	3,729	3,700	1456	2500
C. # of Explorers	10	8	8	15	16

<b>COMMUNITY SERVICES DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Parking Citations Written	6,321	7,349	6,835	8,223	8500
B. # of Abandoned Vehicles Removed	29	9	21	22	20
C. # of Parking Calls for Service	729	840	792	765	750
D. # of Parking Appeals	475	271	448	248	250

<b>EMERGENCY SERVICES DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of EOC Training/Practical Exercises	9	7	2	7	7
B. # of EOC Activations	5	0	1	1	0
C. # of Successful FEMA Reimbursements	**	**	1	0	0

\*\* Not Previously Tracked

## FUNDING SUMMARY FOR FY 2024-2025

### SOURCES:

<b>POLICE</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
General Revenue	8,515,742	8,458,926	9,836,142	9,542,184	9,182,614
Vehicle Tow Franchise Fee	31,861	28,997	29,000	20,500	25,000
Vehicle Repossession Fees	950	660	800	1,000	1,000
General Court Fines	4,869	4,073	3,800	5,000	5,000
Parking Citations	47,121	416,004	450,000	425,000	399,000
P.O.S.T. Reimbursement	4,444	17,397	15,000	11,500	20,000
Corrections Training	2,112	6,864	5,000	7,500	7,500
Duplicating Fees	15,850	19,050	17,000	21,000	20,000
Special Police Services	149,683	95,012	165,000	150,000	450,000
Fingerprint Services	33,020	30,368	33,000	35,500	35,000
Booking & Processing Fee Reimb.	10,870	3,910	-	-	-
Vehicle Inspection Fees	4,940	2,330	8,570	4,500	5,000
Court Commitment Program	22,051	41,197	100,000	40,000	20,000
Impounded Vehicles	31,775	31,889	25,000	29,500	30,385
Vehicle Admin. Processing Fee	7,630	9,205	7,500	9,000	9,000
Alarm Fees	28,479	27,047	25,000	31,500	35,000
Trnsfr From COPS SLESF Fund 2	125,000	125,004	150,000	150,000	150,000
<b>TOTAL FUNDING SOURCES</b>	<b>9,465,397</b>	<b>9,317,932</b>	<b>10,870,812</b>	<b>10,483,684</b>	<b>10,394,499</b>

**USES:**

<b>POLICE</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
01-222 Police Administration	1,127,825	1,384,071	1,596,093	1,821,036	1,586,156
01-224 Detectives	1,163,289	1,247,076	1,220,718	1,212,229	1,056,032
01-225 Patrol	6,817,236	6,394,565	7,656,286	7,053,808	7,339,449
01-226 Reserves/Explorers	50,458	62,281	104,834	73,528	112,968
01-230 Community Service	306,590	226,198	291,754	317,833	294,644
01-250 Emergency Services	-	3,742	1,128	5,250	5,250
<b>TOTAL FUNDING USES</b>	<b>9,465,397</b>	<b>9,317,932</b>	<b>10,870,812</b>	<b>10,483,684</b>	<b>10,394,499</b>

**PERSONNEL:**

<b>POLICE</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	0.00
Police Commander <sup>1</sup>	0.00	0.00	0.00	0.00	2.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00
Police Corporal <sup>2</sup>	0.00	0.00	0.00	0.00	5.00
Police Officer	23.00	27.00	27.00	27.00	22.00
Administrative Assistant	1.00	0.00	0.00	0.00	0.00
Police Executive Assistant	0.00	1.00	1.00	1.00	1.00
Senior Desk Officer	0.00	0.00	1.00	1.00	1.00
Police Desk Officer	8.00	8.00	7.00	7.00	7.00
Management Analyst	0.00	0.00	1.00	1.00	1.00
Police Records Administrator	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	1.46	2.00	2.00	2.00	2.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Community Service Officer (FTE)	3.00	3.00	3.00	3.00	3.00
Crossing Guard (FTE)	1.00	1.00	1.00	1.00	1.00
Junior Cadet (FTE)	1.50	1.96	1.96	1.96	1.96
<b>TOTAL POLICE PERSONNEL</b>	<b>48.96</b>	<b>53.96</b>	<b>54.96</b>	<b>54.96</b>	<b>54.96</b>

<sup>1</sup> Police Lieutenant Title Change to Police Commander as approved in SFPMU Bargaining Unit MOU

<sup>2</sup> Police Corporal positions (5) recommended as Budget Enhancements in Fiscal Year 2024-2025



**ADMINISTRATIVE****DIVISION No. 222****DIVISION OVERVIEW**

Police Department Administrative and Support Services is comprised of the Office of the Chief of Police, the Administrative Division Commander, Records Bureau, Cadet Program, Property and Evidence, Emergency Services, and the Management Analyst.

**ADMINISTRATIVE DIVISION COMMANDER**

The Administrative Division Commander manages the Division's various units and oversees budget preparation and administration, procurement management, soliciting/managing grants, Emergency Services, and is the Jail Administrator and oversees the Custodian of Records for the Department. Manages police facility maintenance and vehicle fleet, information technology functions, and ensures legislative and regulatory compliance for training and backgrounds. Serves as acting Chief of Police in their absence.

**RECORDS BUREAU**

The Records Bureau processes and maintains Department records, serves the public, provides applicant fingerprinting, vehicle inspections, and administratively processes concealed weapon licensing. The Bureau also compiles Department statistics and manages the Court Commitment Program, criminal and sex registrant compliance, mandated State and Federal reporting, and procurement of supplies and equipment.

**JAIL BUREAU**

The San Fernando Police Jail facility is a Type 1 facility and consists of 17 beds. Individuals in custody may stay at the facility for up to 96 hours, excluding holidays as set forth under Title 15 of California Code of Regulations. The Department also allows post-conviction custodies on a fee basis for nonviolent offenders when specified criteria is met.

**PROPERTY CONTROL/EVIDENCE BUREAU**

The bureau consists of a Property Control Officer who is responsible for evidence management, property storage and disposition, and subpoena control.

**MANAGEMENT ANALYST**

The Management Analyst is primarily responsible for crime and other data analysis, budget preparation and administration, creating and presenting staff reports, procurement management, grants management, training scheduling and compliance.

**ADMINISTRATION/EMERGENCY SERVICES****NO. 250**

The Emergency Services Division is responsible for developing emergency plans for natural and man-made disasters. The Emergency Services Division includes Disaster Communications volunteers.

**Dept: Police**  
**Div: Police Support Services**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-222-0000-4101 SALARIES-PERMANENT EMPLOYEES	537,166	625,746	700,402	853,452	481,418	56%	728,758
001-222-0000-4103 WAGES-TEMPORARY & PART-TIME	68,601	139,617	105,594	161,516	47,096	29%	105,601
001-222-0000-4105 OVERTIME	13,177	46,052	65,560	35,000	31,521	90%	35,000
001-222-0000-4109 OVERTIME-CONTRACT DUTY	1,781	1,801	1,285	-	432	0%	-
001-222-0000-4120 O.A.S.D.I.	20,374	33,853	42,097	41,298	25,408	62%	58,876
001-222-0000-4126 HEALTH INSURANCE	74,503	84,999	110,206	87,550	61,839	71%	149,864
001-222-0000-4128 DENTAL INSURANCE	6,215	6,678	6,718	6,901	4,473	65%	4,684
001-222-0000-4129 RETIREE HEALTH SAVINGS	-	1,287	2,750	2,163	2,100	97%	1,800
001-222-0000-4130 WORKER'S COMPENSATION INS.	79,320	89,894	92,760	86,987	62,830	72%	54,948
001-222-0000-4134 LONG TERM DISABILITY INSURANCE	2,552	1,881	3,399	2,060	1,935	94%	2,879
001-222-0000-4136 OPTICAL INSURANCE	1,135	1,368	1,634	1,545	857	55%	1,562
001-222-0000-4138 LIFE INSURANCE	408	514	604	1,020	339	33%	1,080
001-222-0000-4140 WELLNESS BENEFIT	-	-	-	150	-	0%	750
001-222-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	1,200
001-222-3689-41XX COVID-19 GLOBAL OUTBREAK	376	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>805,608</b>	<b>1,033,690</b>	<b>1,133,009</b>	<b>1,279,642</b>	<b>720,247</b>	<b>56%</b>	<b>1,147,002</b>
001-222-0000-4220 TELEPHONE	74,087	66,276	76,299	61,790	35,300	57%	61,790
001-222-0000-4260 CONTRACTUAL SERVICES	14,040	8,643	9,947	11,300	2,796	25%	10,000
001-222-0000-4270 PROFESSIONAL SERVICES	10,047	22,634	24,868	43,447	5,797	13%	12,290
001-222-0000-4300 DEPARTMENT SUPPLIES	102,281	90,311	82,962	100,593	59,178	59%	100,600
001-222-0000-4320 DEPARTMENT EQUIPMENT MAINT	9,886	4,440	4,810	19,800	1,038	5%	19,800
001-222-0000-4325 UNIFORM ALLOWANCE	-	2,428	1,515	-	-	0%	-
001-222-0000-4330 BLDG MAINT & REPAIRS	-	67	-	-	-	0%	-
001-222-0000-4360 PERSONNEL TRAINING	3,227	5,156	8,022	7,769	5,427	70%	7,769
001-222-0000-4370 MEETINGS, CONFERENCES & TRAVEL	2,997	3,726	6,653	9,200	1,300	14%	10,000
001-222-0000-4380 SUBSCRIPTIONS, DUES & MILEAGE	1,820	2,200	1,710	2,095	1,739	83%	2,000
001-222-0000-4390 MILEAGE REIMBURSEMENT	-	1,276	3,610	100	-	0%	-
001-222-3689-4300 COVID-19 GLOBAL OUTBREAK	-	1,205	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>218,384</b>	<b>208,361</b>	<b>220,396</b>	<b>256,094</b>	<b>112,574</b>	<b>44%</b>	<b>224,249</b>
001-222-0000-4706 LIABILITY CHARGE	-	56,832	78,996	103,937	51,969	50%	62,530
001-222-0320-4741 EQUIP MAINT CHARGE	18,551	14,004	22,944	5,000	2,502	50%	22,256
001-222-0000-4741 EQUIPMENT REPLACEMENT CHRG	-	-	9,996	41,987	20,994	50%	6,667
001-222-0000-4743 FACILITY MAINTENANCE CHARGE	85,282	71,184	130,752	134,376	67,188	50%	123,452
<b>Internal Service Charges</b>	<b>103,833</b>	<b>142,020</b>	<b>242,688</b>	<b>285,300</b>	<b>142,653</b>	<b>50%</b>	<b>214,905</b>
<b>Division Total</b>	<b>1,127,825</b>	<b>1,384,071</b>	<b>1,596,093</b>	<b>1,821,036</b>	<b>975,474</b>	<b>54%</b>	<b>1,586,156</b>

**Dept: Police**  
**Div: Emergency Services**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-250-0000-4300 DEPARTMENT SUPPLIES	-	3,742	1,128			0%	5,250
001-250-0000-4320 DEPARTMENT EQUIPMENT MAINT	-	-	-	5,250		0%	-
001-250-0000-4360 PERSONNEL TRAINING	-	-	-	-	377	0%	-
<b>Operations &amp; Maintenance Costs</b>	-	<b>3,742</b>	<b>1,128</b>	<b>5,250</b>	<b>377</b>	<b>7%</b>	<b>5,250</b>
<b>Division Total</b>	-	<b>3,742</b>	<b>1,128</b>	<b>5,250</b>	<b>377</b>	<b>7%</b>	<b>5,250</b>

**OPERATIONS**

**DIVISION OVERVIEW**

The Operations Division is comprised of the Operations Division Commander, Patrol, Detective, Communications, Special Enforcement Team (SET), Community Service (Parking Enforcement), Volunteer Bureau [Reserves, Explorers, Chaplain, Emergency Services, Volunteers in Police Service (VIPS)].

OPERATIONS DIVISION COMMANDER

The Operations Commander oversees the deployment of personnel and resources in the Operations Division and serves as acting Chief of Police in their absence.

DETECTIVE BUREAU

NO. 224

The primary responsibility of the Detective Bureau is to follow-up on reported crimes, arrest criminal offenders, obtain arrest and search warrants, file criminal complaints, and serve as the liaison with the Office of the Los Angeles District Attorney. The day-to-day supervision of the Detective Bureau is the responsibility of the Detective Sergeant. The Sergeant manages criminal investigations, warrant services, narcotic and gang enforcement, sex registration and parole compliance, and serves as the liaison to the presiding judge and other management-level employees at the Los Angeles Superior Courts. The Bureau assists the public through advocacy programs and referrals to counseling centers, as well as with releases for impounded and recovered vehicles. The Detective Sergeant is also responsible for overseeing community engagement programs including the Community Engagement Detective Assignment, Neighborhood Watch, Business Watch and special projects as assigned by the Operations Commander.

PATROL BUREAU

NO. 225

The Patrol Bureau’s function is to maintain public safety and order by deploying uniformed officers to patrol specific areas, enforce applicable laws, receive and respond to emergency and non-emergency calls for service, and proactively prevent crime.

**COMMUNICATIONS BUREAU**

Police Desk Officers operate the 24-hour Communications Center, process emergency and non-emergency calls for service, and deploy Departmental resources as necessary. Process and monitor inmates after initial arrest through their court appearance or release from custody, when applicable.

**POLICE AUXILIARY BUREAU****NO. 226**

The police auxiliary bureau is comprised of community members that offer their time and services to support the police Department's mission. The Volunteer Bureau is made up of the Police Reserve Program, Explorer Program, ViPS, Chaplain Program, and Emergency Services.

**Reserves**

The Police Reserves are sworn volunteers who augment every segment of the Department by providing thousands of hours of coverage during peak periods of activity, emergency response for critical events, and special events throughout the year.

**Explorers**

The Police Explorers are dedicated community youth between the ages of 14-21 who are interested in learning more about the law enforcement profession. The program provides mentorship, development, and volunteer opportunities for participating youth.

**ViPS**

ViPS is the Department's civilian volunteer program made up of community members who donate their time and expertise in support of the Department. This support includes community engagement, administrative support, patrol and observation, traffic control and parking enforcement, and crime prevention and education.

**Chaplain**

The police chaplain program plays a vital role in supporting the well-being of law enforcement personnel, enhancing community relations, and promoting ethical conduct and professionalism within the police Department. The program serves several important purposes that include spiritual support, emotional and mental health support for police personnel and the community, crisis intervention, conflict resolution, and community relations.

**Emergency Services/Disaster Communications**

The Disaster Communications program is a group of dedicated individuals who specialize in providing alternate means of radio communication with municipalities, counties, and state entities during emergencies and natural disasters.



COMMUNITY SERVICE/PARKING ENFORCEMENT BUREAU

NO. 230

Community Service Officers perform parking control activities, assist at the scene of traffic collisions, enforce parking regulations, and support various Department functions.

**Dept: Police**  
**Div: Police Detectives**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-224-0000-4101 SALARIES-PERMANENT EMPLOYEES	621,883	688,806	651,272	637,910	302,762	47%	583,165
001-224-0000-4105 OVERTIME	25,813	60,321	57,558	30,000	57,770	193%	30,000
001-224-0000-4109 OVERTIME-CONTRACT DUTY	33,236	19,196	43,354	-	4,700	0%	-
001-224-0000-4120 O.A.S.D.I.	16,061	19,275	13,981	19,853	5,296	27%	8,456
001-224-0000-4126 HEALTH INSURANCE	114,508	114,192	90,168	117,618	47,620	40%	80,905
001-224-0000-4128 DENTAL INSURANCE	7,157	10,270	5,162	10,578	3,683	35%	2,529
001-224-0000-4129 RETIREE HEALTH SAVINGS	936	3,973	3,736	4,635	1,851	40%	3,900
001-224-0000-4130 WORKER'S COMPENSATION INS.	114,187	126,010	137,189	129,790	72,726	56%	99,138
001-224-0000-4134 LONG TERM DISABILITY INSURANCE	3,728	4,310	3,769	4,440	2,545	57%	3,840
001-224-0000-4136 OPTICAL INSURANCE	1,559	1,971	1,425	2,030	761	37%	843
001-224-0000-4138 LIFE INSURANCE	476	540	341	600	239	40%	315
001-224-3689-41XX COVID-19 GLOBAL OUTBREAK	10,519	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>950,062</b>	<b>1,048,863</b>	<b>1,007,953</b>	<b>957,454</b>	<b>499,952</b>	<b>52%</b>	<b>813,091</b>
001-224-0000-4260 CONTRACTUAL SERVICES	150	-	-	-	-	0%	-
001-224-0000-4270 PROFESSIONAL SERVICES	5,659	4,542	8,706	10,000	3,000	30%	10,000
001-224-0000-4300 DEPARTMENT SUPPLIES	2,224	2,405	20	-	-	0%	-
001-224-0000-4325 UNIFORM ALLOWANCE-FULL TIME EMP.	-	-	383	-	-	0%	-
001-224-0000-4360 PERSONNEL TRAINING	3,163	5,818	6,672	16,501	4,302	26%	7,200
001-224-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	1,239	-	413	3,555	-	0%	2,856
001-224-0000-4380 SUBSCRIPTIONS, MEMBERSHIPS & DUES	-	-	-	60	-	0%	60
<b>Operations &amp; Maintenance Costs</b>	<b>12,436</b>	<b>12,765</b>	<b>16,193</b>	<b>30,116</b>	<b>7,302</b>	<b>24%</b>	<b>20,116</b>
001-224-0000-4706 LIABILITY CHARGE	-	56,100	62,544	77,779	38,889	50%	44,327
001-224-0320-4741 EQUIP MAINT CHARGE	92,755	46,692	61,176	10,000	4,998	50%	89,024
001-224-0000-4741 EQUIP REPLACEMENT CHARGE	15,000	5,004	9,996	75,577	37,788	50%	27,500
001-224-0000-4743 FACILITY MAINTENANCE CHARGE	93,035	77,652	62,856	61,303	30,651	50%	61,974
<b>Internal Service Charges</b>	<b>200,790</b>	<b>185,448</b>	<b>196,572</b>	<b>224,659</b>	<b>112,327</b>	<b>50%</b>	<b>222,825</b>
<b>Division Total</b>	<b>1,163,289</b>	<b>1,247,076</b>	<b>1,220,718</b>	<b>1,212,229</b>	<b>619,581</b>	<b>51%</b>	<b>1,056,032</b>

**Dept: Police**  
**Div: Police Patrol**

Account Number & Title	2021	2022	2023	2024	As of	2024	2025
	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
001-225-0000-4101 SALARIES-PERMANENT EMPLOYEES	3,146,898	3,240,571	3,634,642	4,008,220	2,072,377	52%	4,332,160
001-225-0000-4103 WAGES-TEMPORARY & PART-TIME	-	-	-	-	189	0%	-
001-225-0000-4105 OVERTIME	414,336	731,076	1,205,228	145,000	631,058	0%	145,000
001-225-0000-4107 OVERTIME-COURT	27,662	24,687	14,599	30,000	5,176	17%	30,000
001-225-0000-4109 OVERTIME-CONTRACT DUTY	121,896	91,215	73,244	175,000	15,503	9%	175,000
001-225-0000-4120 O.A.S.D.I.	90,426	104,137	133,548	107,120	70,840	66%	100,808
001-225-0000-4126 HEALTH INSURANCE	504,267	498,356	520,047	503,670	256,078	51%	688,290
001-225-0000-4128 DENTAL INSURANCE	42,604	41,738	45,048	44,092	19,025	43%	21,510
001-225-0000-4129 RETIREE HEALTH SAVINGS	19,524	21,348	26,546	33,300	14,013	42%	74,100
001-225-0000-4130 WORKER'S COMPENSATION INS.	632,480	684,970	805,609	705,518	398,773	57%	669,063
001-225-0000-4134 LONG TERM DISABILITY INSURANCE	18,046	18,282	22,089	18,540	11,494	62%	27,840
001-225-0000-4136 OPTICAL INSURANCE	7,933	7,721	7,789	8,258	3,801	46%	7,170
001-225-0000-4138 LIFE INSURANCE	2,585	2,631	3,056	3,430	1,455	42%	3,105
001-225-3689-4101 SALARIES-PERMANENT EMPLOYEES	-	1,028	-	-	-	0%	-
001-225-3689-4120 COVID-19 GLOBAL OUTBREAK	-	79	-	-	-	0%	-
001-225-3689-4130 COVID-19 GLOBAL OUTBREAK	-	16	-	-	-	0%	-
<b>Personnel Costs</b>	<b>5,028,658</b>	<b>5,467,854</b>	<b>6,491,446</b>	<b>5,782,148</b>	<b>3,499,781</b>	<b>61%</b>	<b>6,274,046</b>
001-225-0000-4270 PROFESSIONAL SERVICES	4,293	4,521	4,818	6,000	1,252	21%	4,500
001-225-0000-4300 DEPARTMENT SUPPLIES	677	16,344	35,261	25,103	19,590	78%	-
001-225-0000-4320 DEPARTMENT EQUIPMENT MAINT.	-	200	-	-	-	0%	-
001-225-0000-4325 UNIFORM ALLOW FULL TIME EMP	3,263	4,055	5,993	20,000	2,672	13%	13,000
001-225-0000-4350 CARE OF PERSONS	19,485	22,625	22,846	36,500	4,184	11%	36,500
001-225-0000-4360 PERSONNEL TRAINING	14,042	9,119	46,394	34,105	19,499	57%	12,290
001-225-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	1,821	500	247	4,185	-	0%	2,000
001-225-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	155	-	125	500	-	0%	-
001-225-3688-4360 CORRECTIONS TRAINING (STC)	7,201	11,606	7,366	6,600	-	0%	6,600
001-225-0000-4365 TUITION REIMBURSEMENT	-	-	2,025	-	2,025	0%	-
001-225-3689-4300 COVID-19 GLOBAL OUTBREAK	-	100	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>50,937</b>	<b>69,071</b>	<b>125,075</b>	<b>132,993</b>	<b>49,223</b>	<b>37%</b>	<b>74,890</b>
001-225-0000-4706 LIABILITY CHARGE	-	328,548	371,736	471,336	235,668	50%	342,039
001-225-0320-4741 EQUIP MAINT CHARGE	139,133	84,048	122,364	167,948	83,976	50%	126,117
001-225-0000-4741 EQUIP REPLACEMENT CHARGE	58,250	18,000	80,496	58,000	28,998	50%	63,750
001-225-0000-4743 FACILITY MAINTENANCE CHARGE	511,692	427,044	465,168	441,383	220,692	50%	458,607
<b>Internal Service Charges</b>	<b>709,075</b>	<b>857,640</b>	<b>1,039,764</b>	<b>1,138,667</b>	<b>569,334</b>	<b>50%</b>	<b>990,513</b>
001-225-0000-4500 CAPITAL EQUIPMENT	1,028,566	-	-	-	-	0%	-
<b>Capital Costs</b>	<b>1,028,566</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>6,817,236</b>	<b>6,394,565</b>	<b>7,656,286</b>	<b>7,053,808</b>	<b>4,118,337</b>	<b>58%</b>	<b>7,339,449</b>



**Dept: Police**  
**Div: Police Reserves/Explorers**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-226-0000-4103 PART-TIME EMPLOYEES	33,833	36,536	62,713	35,123	14,478	41%	64,313
001-226-0000-4109 RESERVE OVERTIME CONTRACT DUTY	-	-	-	-	18,214	0%	-
001-226-0000-4120 O.A.S.D.I.	1,926	1,838	4,629	1,854	2,264	122%	4,920
001-226-0000-4130 WORKERS COMPENSATION INS	3,619	2,517	10,515	2,575	5,721	222%	6,432
<b>Personnel Costs</b>	<b>39,379</b>	<b>40,891</b>	<b>77,858</b>	<b>39,552</b>	<b>40,677</b>	<b>103%</b>	<b>75,665</b>
001-226-0000-4300 DEPARTMENT SUPPLIES	234	1,389	-	-	-	0%	-
001-226-0000-4360 PERSONNEL TRAINING-RESERVES	-	3,884	399	500	1,324	265%	2,000
001-226-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	-	-	200	4,000	-	0%	-
001-226-0000-4370 MEETINGS, CONFERENCES & TRAVEL	-	-	765	11,015	-	0%	2,000
001-226-0230-4380 CONFERENCES, EXPLORER/ADVISOR MEMBERSHIP	-	2,695	8,910	-	-	0%	-
001-226-0230-4430 EXPLORER POST PROGRAM	1,568	5,971	5,878	6,850	3,262	48%	9,350
<b>Operations &amp; Maintenance Costs</b>	<b>1,803</b>	<b>13,938</b>	<b>16,152</b>	<b>22,365</b>	<b>4,587</b>	<b>21%</b>	<b>13,350</b>
001-226-0000-4706 LIABILITY CHARGE	-	2,784	3,180	3,213	1,607	50%	4,140
001-226-0320-4741 EQUIP MAINT CHARGE	9,276	4,668	7,644	-	-	0%	7,418
001-226-0000-4741 EQUIP REPLACEMENT CHARGE	-	-	-	8,398	4,200	50%	-
001-226-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	-	-	-	0%	12,395
<b>Internal Service Charges</b>	<b>9,276</b>	<b>7,452</b>	<b>10,824</b>	<b>11,611</b>	<b>5,807</b>	<b>50%</b>	<b>23,953</b>
<b>Division Total</b>	<b>50,458</b>	<b>62,281</b>	<b>104,834</b>	<b>73,528</b>	<b>51,070</b>	<b>69%</b>	<b>112,968</b>

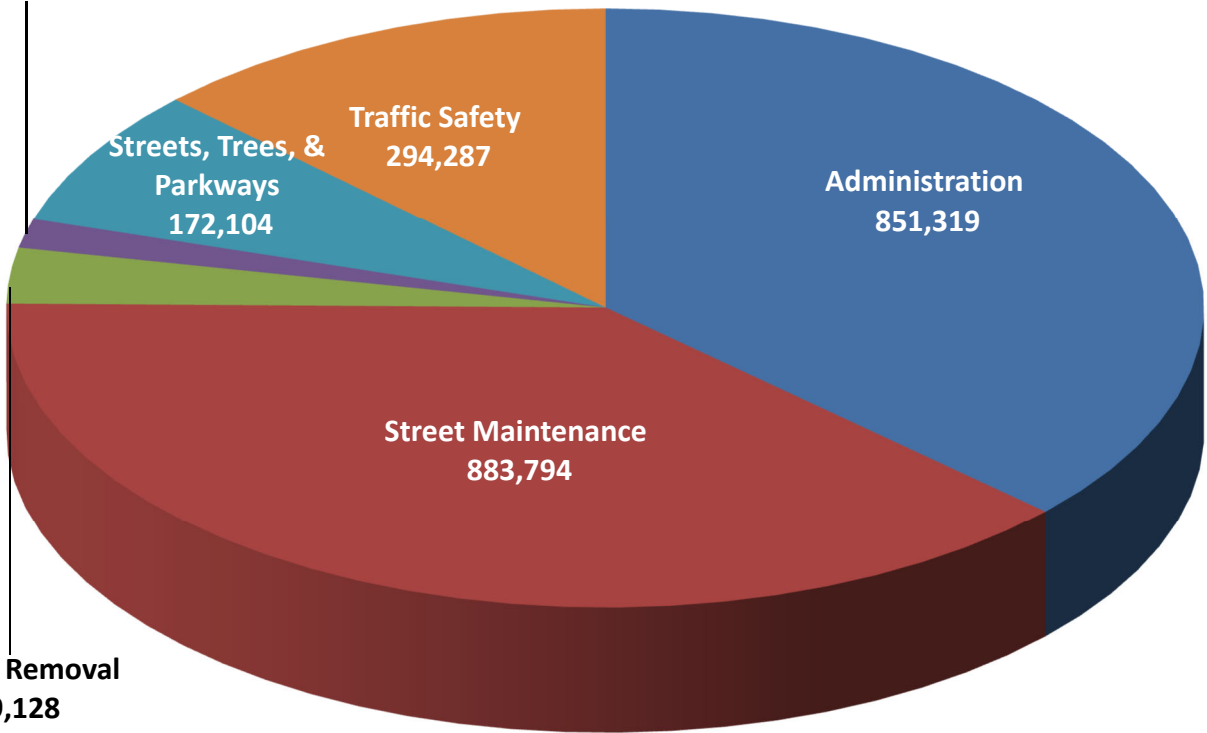
**Dept: Police**  
**Div: Community Services Program**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-230-0000-4101 SALARIES-PERMANENT EMPLOYEES	124,773	124,213	126,717	133,315	46,025	35%	134,075
001-230-0000-4103 WAGES-TEMPORARY & PART-TIME	47,733	252	52,745	59,248	23,809	40%	50,071
001-230-0000-4120 O.A.S.D.I.	12,945	9,392	13,729	14,695	5,342	36%	14,088
001-230-0000-4126 HEALTH INSURANCE	40,396	31,364	28,829	32,305	13,387	41%	32,926
001-230-0000-4128 DENTAL INSURANCE	2,612	1,938	1,882	1,995	921	46%	1,029
001-230-0000-4130 WORKER'S COMPENSATION INS.	12,487	8,987	10,522	13,965	4,992	36%	11,049
001-230-0000-4136 OPTICAL INSURANCE	514	364	377	375	182	49%	343
001-230-0000-4138 LIFE INSURANCE	270	180	218	278	70	25%	270
<b>Personnel Costs</b>	<b>241,729</b>	<b>176,691</b>	<b>235,019</b>	<b>256,176</b>	<b>94,729</b>	<b>37%</b>	<b>243,851</b>
						0%	
001-230-0000-4325 UNIFORM ALLOWANCE	412	775	1,343	4,065		0%	315
<b>Operations &amp; Maintenance Costs</b>	<b>412</b>	<b>775</b>	<b>1,343</b>	<b>4,065</b>	<b>-</b>	<b>0%</b>	<b>315</b>
						0%	
001-230-0000-4706 LIABILITY CHARGE	-	10,428	18,305	20,810	10,405	50%	13,294
001-230-0320-4741 EQUIP MAINT CHARGE	9,276	-	-	-	-	0%	-
001-230-0000-4741 EQUIP REPLACEMENT CHARGE	9,276	-	-	-	-	0%	-
001-230-0000-4743 FACILITY MAINTENANCE CHARGE	45,897	38,304	37,088	36,782	18,391	50%	37,184
<b>Internal Service Charges</b>	<b>64,449</b>	<b>48,732</b>	<b>55,393</b>	<b>57,592</b>	<b>28,796</b>	<b>50%</b>	<b>50,478</b>
						0%	
<b>Division Total</b>	<b>306,590</b>	<b>226,198</b>	<b>291,755</b>	<b>317,833</b>	<b>123,525</b>	<b>39%</b>	<b>294,644</b>

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# PUBLIC WORKS DEPARTMENT

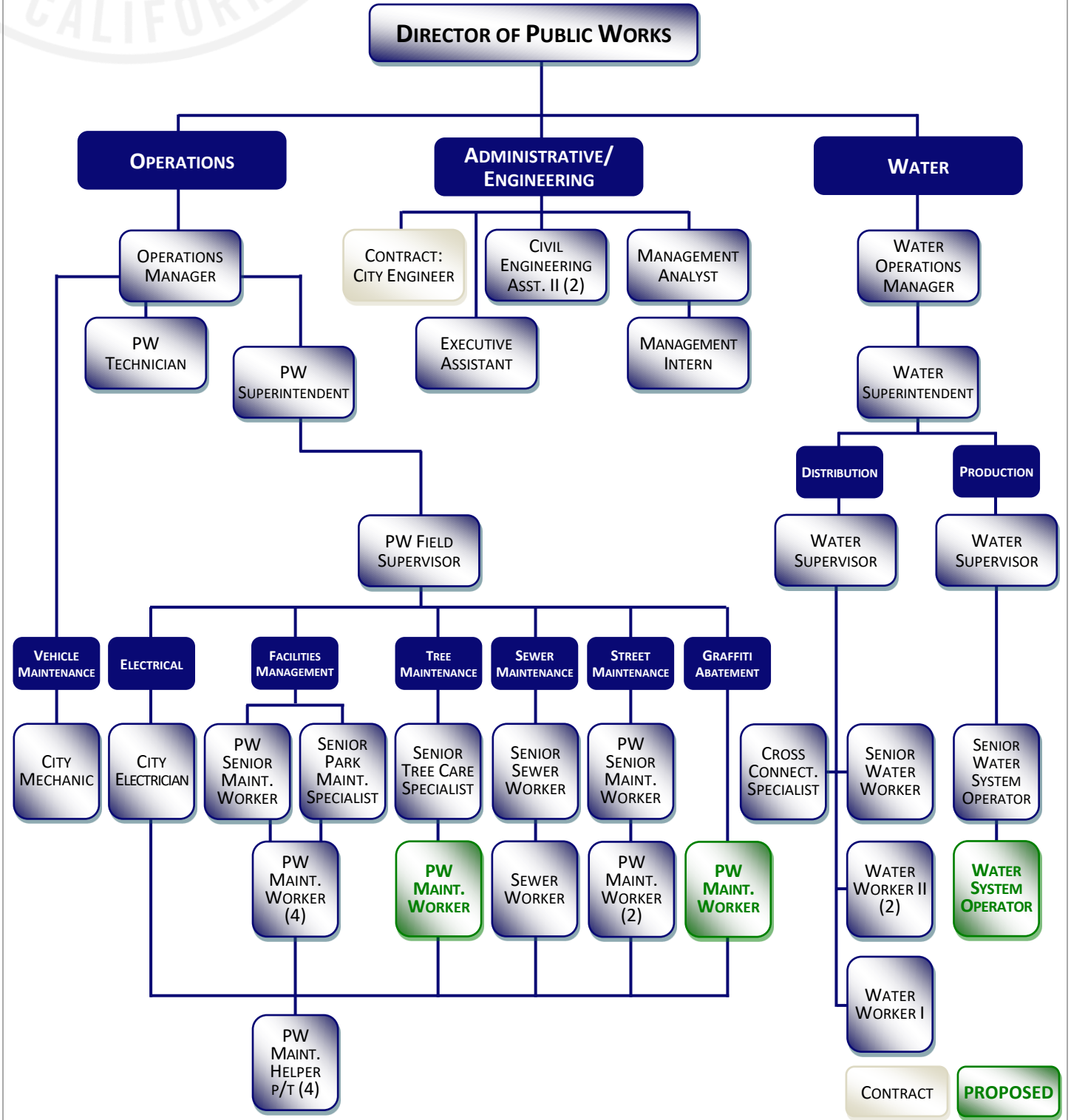
Street Sweeping  
36,435



Graffiti Removal  
69,128

# THE CITY OF SAN FERNANDO

## ORGANIZATIONAL CHART PUBLIC WORKS DEPARTMENT FISCAL YEAR 2024-2025



## MISSION STATEMENT

The Public Works Department mission is to provide efficient and sustainable infrastructure and services that enhance the quality of life for our community. We are committed to ensuring the safe and reliable operation of public facilities, promoting environmental stewardship, and delivering exceptional customer services. Through collaboration and innovation, we strive to build resilient and inclusive neighborhoods that meet the evolving need of our diverse population.

## DEPARTMENT OVERVIEW

The Public Works Department encompasses three areas of responsibility: Engineering, Operations, and Water. The Department oversees the maintenance and construction of essential infrastructure within the City. This includes the maintenance and repair of streets, sidewalks, City facilities, parks and green spaces, the parkway and parkway trees, the water, storm water and sewer infrastructure, street lights, traffic signals and signs, parking meters, public parking lots, bikeways and bridges. Additionally, the Department oversees the City's fleet and heavy equipment, graffiti removal, refuse services and recycling program, street sweeping services, tree removal services, shuttle and dial-a-ride services, and is responsible for development review and the of issuing certain permits for use within the public right of way.

## ACCOMPLISHMENTS FOR FY 2023-2024

1. On April 3, 2024, the City received a notice of completion from contractor for the construction and installation of a new HVAC system for the Police Station, which replaced the facility's 36-year old system. The work included the upgrade of controls throughout the building. This completed project will reduce operational and maintenance costs. (Strategic Goal IV.4)
2. On February 5, 2024, the Phase Two Street Slurry Project was completed adding 12 miles of street resurfacing for a 5 year total of 32 miles of streets (64 percent of City Streets). In addition to street resurfacing with slurry seal, the project included the removal and replacement of certain sections of curb and gutter, sidewalk, and drive approaches, as well as restriping of streets. (Strategic Goal VI.2.a, Strategic Goal VI.1)
3. Completed the design phase and awarded the construction contract, on February 20, 2024, for the traffic signal improvement project. The Project consists of upgrading signals at intersections along Truman Street and San Fernando Road. Construction is expected to begin July 2024. (Strategic Goal V)
4. On February 15, 2024, construction of the San Fernando Regional Park Infiltration Projection was completed. The infiltration system will divert approximately 130 million gallons of storm water runoff to recharge groundwater reserves. In addition to the water quality improvements, the

## ACCOMPLISHMENTS FOR FY 2023-2024

- project saw the installation of new turf, irrigation, and lighting at the baseball field. (Strategic Goal IV.3.a)
5. Completed the construction and installation of a new nitrate removal treatment system for Well No. 3, which can treat up to 50 percent of the City's potable water demand. Nitrate System was in full operation on March 8<sup>th</sup> 2024. (Strategic Goal IV.3)
  6. Completed the Urban Forestry Management Plan, which will provide a blueprint for how the City will increase and maintain its tree canopy into the future. Three community workshops, to educate residents and obtain feedback, and several community events were held in spring 2023; 104 community member surveys were completed during this time. Additionally, the Plan was presented to the Planning Commission on April 8, 2024 and was approved by the City Council on May 6, 2024. (Strategic Goal IV.2.b)
  7. On August 21, 2023, the Glenoaks Boulevard Bridge Improvements Project was completed. New 6 foot high fencing was installed on both sides of the bridge that spans the Pacoima Wash and unsafe gaps allowing access to the Pacoima Wash from the street were closed. (Strategic Goal VI.1)
  8. Public Works staff responded to approximately 2,300 requests for pothole and sidewalk repairs, graffiti removal, illegal dumping, traffic signals, street signs, streetlight, street tree, water line repairs, and sewer maintenance throughout the year. (Strategic Goal VI, Strategic Goal IV.2)
  9. Completed the design phase and awarded the construction contract, on February 20, 2024, for the traffic signal improvement project. The Project consists of upgrading signals at intersections along Truman Street and San Fernando Road. Construction is expected to begin July 2024. (Strategic Goal V)
  10. Public Works staff responded to approximately 2,300 requests for pothole and sidewalk repairs, graffiti removal, illegal dumping, traffic signals, street signs, streetlight, street tree, water line repairs, and sewer maintenance throughout the year. (Strategic Goal VI, Strategic Goal IV.2)
  11. Calles Verdes Project – installed 294 new trees through partnership with TreePeople and community volunteers, as well as through Public Works staff. (Strategic Goal IV.2)

## OBJECTIVES FOR FY 2024-2025

### **Engineering and Administration:**

1. Complete phase two of bus shelter upgrades throughout the City, which will add shade and comfort at up to ten bus stops around the City. (Strategic Goal V.5).
2. Complete Phase III of the Annual Street Resurfacing Program. Complete the design and procurement for Phase IV of the Annual Street Resurfacing Program. (Strategic Goal VI.2.a)

## OBJECTIVES FOR FY 2024-2025

3. Complete and implement the residential parking permit implementation program.
4. Develop and implement a sidewalk replacement program.

### **Operations:**

1. Complete the replacement of HVAC system(s) at Los Palmas Park's recreation building. (Strategic Goal IV.4)
2. Complete painting of City Hall (Exterior).
3. Initiate the citywide Facility Condition Assessment report and preventive maintenance software.

### **Water:**

1. Complete the construction of the Upper Reservoir Replacement Project set to be completed by late June 2024. (Strategic Goal IV.3)
2. Begin the design of the Well 2a Nitrate Treatment Removal System, which when constructed can treat up to 100 percent of the City's potable water demand. (Strategic Goal IV.3)
3. Conduct needs assessment, water master plan of system upgrades, and cost of service analysis and rate study in order to determine appropriate system user fee charges.

### **Proposed Enhancement to Services:**

1. City-Wide CCTV Project (\$150,000): Includes cleaning of sewer lines, video of sewer lines, and report detailing the health of sewer infrastructure. CCTV is required prior to conducting Sanitary Sewer Master Plan (SSMP). One quarter of the City will be CCTV annually after FY 24-25 city-wide CCTV project has been completed. (Strategic Goal VI.1)
2. Prepare a new SSMP (\$250,000): Required by State to be done every five years. City's most recent SSMP is from 2015. The SSMP is the essential document needed when preparing for the upcoming User Utility Rate Study and process. (Strategic Goal VI.1)
3. Sewer Line Replacement Project (\$1,095,000): If the results from the City-Wide CCTV Project show sewer lines that have a high potential a failing and need immediate attention, the project will replace as many linear feet of sewer line that the budget allows. (Strategic Goal VI.1)
4. Upgrade 2-PT Maintenance Workers to 1-FT (Graffiti): Establish one individual specifically tasked with the removal of graffiti. (Strategic Goals III and VI).



**OBJECTIVES FOR FY 2024-2025**

5. Backhoe/Front End Loader (\$210,000): Vehicle is utilized for picking up large items illegally dumped, fallen trees etc. City has utilized current vehicle for 20 plus years. The vehicle has inoperable for over six months due to limited to no availability of needed parts. (Strategic Goal III)
6. Sign Replacement Program (\$50,000 Annually): Program to replace faded and broken signs (Street, Parking, Sweeping, Stop, Wayfinding Speed Limits, etc.) city-wide annually. There are approximately 2, 000 signs within the City. (Strategic Goal V.3)

**PERFORMANCE MEASURES**

<b>PUBLIC WORKS DEPARTMENT</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. # of Miles of Paving	2.0	0.4	30.0	3.0	3.0
B. # of Trees Planted	75	210	294	300	365
C. # of Miles of Sewer Lines Cleaned and Inspected	2	2	12	20	40
D. # of linear feet of Sidewalks Installed/Repaired	3,000	2,640	3,000	2,880	2,880
E. # of Service Requests Filled	1,535	2,061	2,300	2,500	2,800
F. # of Gallons Water Produced	879,000,000	901,000,000	0	800,000,000	795,565,216
G.# of Gallons Imported	0	0	0	764,283,520	0
G. # Professional Development Hours Completed	300	400	660	750	1,000
H. # of Permits	230	275	220	225	250
# Digitally	0	0	0	125	150
% Digitally	0	0	0	50	60
I. # of Graffiti Removals*	*	*	*	*	25

\* Prior year data unavailable.

**FUNDING SUMMARY FOR FY 2023-2024**
**SOURCES:**

	2021	2022	2023	2024	2025
<b>PUBLIC WORKS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
General Revenue	1,011,651	914,193	1,684,065	2,109,404	1,927,067
Engineering & Inspection Fees	94,530	119,760	5,000	104,500	75,000
Parking Meter Rev-Civic Center	40,621	50,426	50,000	50,500	55,000
Transfer From Gas Tax Fund	205,000	228,036	250,000	250,000	250,000
<b>TOTAL FUNDING SOURCES</b>	<b>1,351,802</b>	<b>1,312,414</b>	<b>2,069,065</b>	<b>2,514,404</b>	<b>2,307,067</b>

**USES:**

	2021	2022	2023	2024	2025
<b>PUBLIC WORKS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
01-310 Administration	623,282	736,703	951,596	894,526	851,319
01-311 Street Maintenance	430,104	250,118	641,812	745,449	883,794
01-312 Graffiti Removal	-	-	45,021	81,383	69,128
01-320 Equipment Maintenance	2,012	2,441	-	-	-
01-343 Street Sweeping	34,700	34,700	36,455	36,435	36,435
01-346 Streets, Trees, & Parkways	60,782	116,244	111,631	426,000	172,104
01-370 Traffic Safety	142,921	89,505	282,549	330,612	294,287
01-371 Traffic Signals	57,837	81,898	-	-	-
01-390 Facility Maintenance	163	804	-	-	-
<b>TOTAL FUNDING USES</b>	<b>1,351,802</b>	<b>1,351,801</b>	<b>1,312,414</b>	<b>2,069,065</b>	<b>2,307,067</b>

**PERSONNEL:**

	2021	2022	2023	2024	2025
<b>PUBLIC WORKS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
Director of Public Works/City Engineer	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant II	2.00	2.00	2.00	2.00	2.00
Office Specialist	2.00	0.00	0.00	0.00	0.00
Executive Assistant	0.00	1.00	1.00	1.00	1.00
Public Works Technician	0.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	0.00	0.00	0.00	0.00
Management Intern (FTE)	0.00	0.46	0.46	0.46	0.46
City Electrician	0.00	1.00	1.00	1.00	1.00
Electrical Supervisor	1.00	0.00	0.00	0.00	0.00

	2021	2022	2023	2024	2025
<b>PUBLIC WORKS (cont'd)</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
Bldg. Maint. Worker/Electrical Helper	1.00	0.00	0.00	0.00	0.00
Operations Manager	0.00	1.00	1.00	1.00	1.00
Equipment & Materials Supervisor	1.00	0.00	0.00	0.00	0.00
Public Works Supervisor	0.00	0.00	1.00	1.00	1.00
City Mechanic	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	3.00	2.00	1.00	1.00	1.00
Water Superintendent	0.00	0.00	1.00	1.00	1.00
Maintenance Worker <sup>1</sup>	8.00	7.00	6.00	6.00	8.00
Field Supervisor II	3.00	2.00	0.00	0.00	0.00
Field Supervisor I	1.00	1.00	0.00	0.00	0.00
Water Supervisor	0.00	0.00	2.00	2.00	2.00
Senior Maintenance Worker	6.00	4.00	2.00	2.00	2.00
Senior Water Worker	0.00	0.00	1.00	1.00	1.00
Water Worker I	0.00	0.00	1.00	1.00	1.00
Water Worker II	0.00	0.00	2.00	2.00	2.00
Meter Technician	1.00	1.00	0.00	0.00	0.00
Cross Connection Specialist	0.00	0.00	1.00	1.00	1.00
Senior Water System Operator	0.00	0.00	1.00	1.00	1.00
Water System Operator <sup>2</sup>	0.00	0.00	0.00	0.00	1.00
Water Pumping Operator/Backflow Tech.	1.00	2.00	0.00	0.00	0.00
Water Operations Manager	0.00	1.00	1.00	1.00	1.00
Senior Park Maintenance Worker	0.00	0.00	1.00	1.00	1.00
Street Tree Trimmer	0.00	0.00	1.00	1.00	1.00
Senior Sewer Worker	0.00	0.00	1.00	1.00	1.00
Sewer Worker	0.00	0.00	1.00	1.00	1.00
City Maintenance Helper - Graffiti (FTE) <sup>1</sup>	0.00	0.00	0.75	0.75	0.00
Maintenance Helper (FTE) <sup>1</sup>	0.80	2.76	2.30	2.30	1.38
<b>TOTAL PUBLIC WORKS PERSONNEL</b>	<b>34.80</b>	<b>32.22</b>	<b>36.51</b>	<b>36.51</b>	<b>37.84</b>

<sup>1</sup> 4-PT Maintenance & City Helpers recommended for conversion to 2-FT Maintenance Workers as FY 2024-2025 Budget Enhancement

<sup>2</sup> Water System Operator recommended as Budget Enhancement in FY 2024-2025

**ENGINEERING AND ADMINISTRATION****DIVISION NO. 310****DIVISION OVERVIEW**

The Public Works Engineering and Administration Division provides oversight for department functions, including financial management, capital project planning, contract services, engineering support, and operations support.

**Dept: Public Works**  
**Div: Engineering & Administration**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-310-0000-4101 SALARIES-PERMANENT EMPLOYEES	316,286	285,659	390,720	386,070	163,579	42%	394,810
001-310-0000-4103 WAGES-TEMPORARY & PART-TIME	-	15,829	21,116	21,837	13,127	60%	17,572
001-310-0000-4105 OVERTIME	3,755	9,362	10,347	-	3,553	0%	-
001-310-0000-4111 COMMISSIONER'S REIMBURSEMENT	3,525	2,625	2,850	6,000	1,900	32%	6,000
001-310-0000-4120 O.A.S.D.I.	24,621	22,792	30,896	28,092	13,819	49%	30,151
001-310-0000-4124 RETIREMENT	-	-	(35)	-	-	0%	-
001-310-0000-4126 HEALTH INSURANCE	57,202	48,233	59,413	71,902	24,757	34%	67,923
001-310-0000-4128 DENTAL INSURANCE	5,316	4,467	5,352	3,178	2,119	67%	2,123
001-310-0000-4129 RETIREE HEALTH SAVINGS	598	540	504	600	116	19%	900
001-310-0000-4130 WORKER'S COMPENSATION INS.	18,340	16,351	22,508	15,517	9,551	62%	19,527
001-310-0000-4134 LONG TERM DISABILITY INSURANCE	876	904	1,062	1,252	239	19%	1,457
001-310-0000-4136 OPTICAL INSURANCE	980	822	1,018	595	381	64%	708
001-310-0000-4138 LIFE INSURANCE	269	225	279	364	122	33%	315
001-310-0000-4140 WELLNESS BENEFIT	-	-	300	450	-	0%	750
001-310-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	2,700
001-310-0000-4142 AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	4,800
001-310-0628-4101 SF SAFE & ACTIVE ST IMPLEMENTATION PLAN	-	-	-	-	-	0%	-
001-310-0628-4120 SF SAFE & ACTIVE ST IMPLEMENTATION PLAN	-	-	-	-	-	0%	-
001-310-0628-4124 SF SAFE & ACTIVE ST IMPLEMENTATION PLAN	-	-	-	-	-	0%	-
001-310-0628-4130 SF SAFE & ACTIVE ST IMPLEMENTATION PLAN	-	-	-	-	-	0%	-
001-310-3689-XXXX COVID-19 GLOBAL OUTBREAK	985	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>432,752</b>	<b>407,808</b>	<b>546,330</b>	<b>535,857</b>	<b>233,263</b>	<b>44%</b>	<b>549,736</b>
001-310-0000-4210 UTILITIES	-	-	-	-	-	0%	-
001-310-0000-4220 TELEPHONE	2,239	2,015	2,715	2,500	988	40%	2,500
001-310-0000-4260 CONTRACTUAL SERVICES	-	-	6,000	-	-	0%	-
001-310-0000-4270 PROFESSIONAL SERVICES	133,319	115,947	241,408	246,626	211,834	86%	200,000
001-310-0000-4300 DEPARTMENT SUPPLIES	6,577	5,832	8,539	7,000	5,136	73%	7,500
001-310-0000-4310 EQUIPMENT AND SUPPLIES	763	1,961	5,705	8,327	1,300	16%	4,500
001-310-0000-4320 DEPARTMENT EQUIPMENT MAINT	-	-	-	2,000	55	3%	2,000
001-310-0000-4360 PERSONNEL TRAINING	-	299	2,044	1,500	513	34%	3,000
001-310-0000-4365 TUITION REIMBURSEMENT	-	-	-	-	-	0%	-
001-310-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	-	2,574	1,000	-	0%	1,000
001-310-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	890	1,340	1,867	2,000	1,299	65%	6,327
001-310-0000-4390 MILEAGE REIMBURSEMENT	1,805	1,625	1,527	1,900	369	19%	1,900
001-310-0628-4270 PROFESSIONAL SERVICES	6,173	9,228	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>151,765</b>	<b>138,247</b>	<b>272,380</b>	<b>272,853</b>	<b>221,494</b>	<b>81%</b>	<b>228,727</b>
001-310-0000-4706 LIABILITY CHARGE	-	28,116	34,188	43,394	21,697	50%	29,970
001-310-0000-4743 FACILITY MAINTENANCE CHARGE	38,765	32,352	43,500	42,422	21,211	50%	42,886
<b>Internal Service Charges</b>	<b>38,765</b>	<b>60,468</b>	<b>77,688</b>	<b>85,816</b>	<b>42,908</b>	<b>50%</b>	<b>72,856</b>
001-310-0000-4941 TRANSFER TO EQUIP. REPLACEMENT FND	-	125,000	-	-	-	0%	-
001-310-0000-4943 TRANSFER TO FACILITY MAINTENANCE FUND	-	-	55,000	-	-	0%	-
<b>Transfers</b>	<b>-</b>	<b>125,000</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
001-310-0000-4500 CAPITAL EQUIPMENT	-	5,180	-	-	-	0%	-
<b>Capital Costs</b>	<b>-</b>	<b>5,180</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Division Total</b>	<b>623,282</b>	<b>736,703</b>	<b>951,398</b>	<b>894,526</b>	<b>497,665</b>	<b>56%</b>	<b>851,319</b>

**STREET MAINTENANCE****DIVISION NO. 311****DIVISION OVERVIEW**

The Street Maintenance Division is responsible for the maintenance and repair of streets, curbs, gutters, sidewalks, storm drains, and traffic markings. The Division oversees, inspects and maintains more than 50 miles of public streets; 37 alleys; 80 miles of City sidewalks and 237 storm drains. In addition, the Division cleans and maintains 79 bus stops; including 28, City Trolley stops. Of these bus stop locations, 18 are currently equipped with bus shelters. In addition, the division provides maintenance functions for the downtown business area (Mall). The Division collects refuse from public receptacles on a daily basis; conducts landscape maintenance five days a week; cleans sidewalks daily and power washes once a week.

The Division oversees the City's street sweeping services contract. Street sweeping is conducted to improve the cleanliness, health and safety of the City. Street sweepers remove debris from streets and prevent it from entering storm drains. Street sweeping not only helps maintain clean and healthy streets, but also helps the City comply with mandatory and increasingly stringent state and federal storm water quality requirements.

NOTE: Beginning in Fiscal Year 2015-2016, Bus Shelter Maintenance (Division 313), Mall Maintenance (Division 341), and Street Sweeping (Division 343) were consolidated and included under Street Maintenance – Division 311. The detailed worksheets for those former divisions is included for historical purposes.

**Dept: Public Works**  
**Div: Street Maintenance**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-311-0000-4101 SALARIES-PERMANENT EMPLOYEES	31,759	235,855	235,855	257,431	111,849	43%	320,247
001-311-0000-4103 WAGES-TEMPORARY & PART-TIME	16,702	20,651	20,651	19,430	6,304	32%	78,602
001-311-0000-4105 OVERTIME	8,087	23,106	23,106	22,600	16,871	75%	5,000
001-311-0000-4120 O.A.S.D.I.	4,326	21,219	21,219	20,867	10,084	48%	30,326
001-311-0000-4126 HEALTH INSURANCE	6,305	52,864	52,864	58,499	20,348	35%	82,243
001-311-0000-4128 DENTAL INSURANCE	507	3,200	3,200	1,124	1,095	97%	2,571
001-311-0000-4129 RETIREE HEALTH SAVINGS	505	986	2,123	1,800	667	37%	3,000
001-311-0000-4130 WORKER'S COMPENSATION INS.	6,359	7,516	35,376	31,156	16,825	54%	31,226
001-311-0000-4134 LONG TERM DISABILITY	-	-	304	333	164	49%	367
001-311-0000-4136 OPTICAL INSURANCE	103	47	744	354	298	84%	857
001-311-0000-4138 LIFE INSURANCE	33	41	244	366	122	33%	495
001-311-3689-XXXX COVID-19 GLOBAL OUTBREAK	172	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>74,857</b>	<b>365,483</b>	<b>395,685</b>	<b>413,960</b>	<b>184,627</b>	<b>45%</b>	<b>554,934</b>
001-311-0000-4210 UTILITIES-LOT 6N LIGHTING							
001-311-0000-4260 CONTRACTUAL SERVICES	68,962	50,613	50,613	114,384	35,462	31%	102,668
001-311-0000-4300 DEPARTMENT SUPPLIES	16,860	31,885	31,885	47,668	17,102	36%	40,000
001-311-0000-4310 EQUIPMENT AND SUPPLIES	440	4,354	4,354	6,850	4,827	70%	6,850
001-311-0000-4325 UNIFORM ALLOWANCE	-	-	-	200	200	100%	200
001-311-0000-4430 ACTIVITIES AND PROGRAMS	-	684	684	1,850	-	0%	1,850
001-311-0301-4300 PW MAINT. & REPAIR SUPPLIES	14,225	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>100,488</b>	<b>87,536</b>	<b>87,536</b>	<b>170,952</b>	<b>57,592</b>	<b>34%</b>	<b>151,568</b>
001-311-0000-4706 LIABILITY CHARGE	-	1,740	27,504	31,792	15,896	50%	30,253
001-311-0000-4741 EQUIP REPLACEMENT CHARGE	16,200	11,196	11,196	41,987	5,598	13%	51,930
001-311-0320-4741 EQUIP MAINT CHARGE	55,653	23,352	61,176	11,200	20,994	187%	18,075
001-311-0000-4743 FACILITY MAINTENANCE CHARGE	8,528	7,116	58,716	45,977	22,989	50%	77,034
<b>Internal Service Charges</b>	<b>80,381</b>	<b>43,404</b>	<b>158,592</b>	<b>130,956</b>	<b>65,477</b>	<b>50%</b>	<b>177,292</b>
001-311-0000-4500 CAPITAL EQUIPMENT	174,379	-	-	29,581	29,581	100%	-
<b>Capital Costs</b>	<b>174,379</b>	<b>-</b>	<b>-</b>	<b>29,581</b>	<b>29,580.59</b>	<b>100%</b>	<b>-</b>
<b>Division Total</b>	<b>430,104</b>	<b>496,423</b>	<b>641,812</b>	<b>745,449</b>	<b>337,276</b>	<b>45%</b>	<b>883,794</b>

**Dept: Public Works**  
**Div: Graffiti Removal**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-312-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	1,479	35,342	9,799	28%	20,362
001-312-0000-4103 WAGES-TEMPORARY & PART-TIME	-	-	22,995	-	4,575	0%	11,824
001-312-0000-4105 OVERTIME	-	-	-	-	1,132	0%	5,000
001-312-0000-4120 O.A.S.D.I.	-	-	1,872	2,704	1,186	44%	2,463
001-312-0000-4126 HEALTH INSURANCE	-	-	-	11,995	2,215	18%	5,965
001-312-0000-4128 DENTAL INSURANCE	-	-	-	315	150	48%	187
001-312-0000-4129 RETIREE HEALTH SAVINGS	-	-	-	450	-	0%	-
001-312-0000-4130 WORKER'S COMPENSATION INS.	-	-	3,217	2,490	885	36%	403
001-312-0000-4136 OPTICAL INSURANCE	-	-	-	54	27	50%	63
001-312-0000-4138 LIFE INSURANCE	-	-	40	45	12	26%	68
<b>Personnel Costs</b>	-	-	<b>29,604</b>	<b>53,395</b>	<b>10,183</b>	<b>19%</b>	<b>46,335</b>
001-312-0000-4300 DEPARTMENT SUPPLIES	-	-	3,449	17,120	4,858	28%	12,120
001-312-0000-4325 UNIFORM ALLOWANCE	-	-	100	400	400	100%	400
<b>Operations &amp; Maintenance Costs</b>	-	-	<b>3,549</b>	<b>17,520</b>	<b>5,258</b>	<b>30%</b>	<b>12,520</b>
001-312-0000-4706 LIABILITY CHARGE	-	-	2,436	4,338	2,169	50%	2,526
001-312-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	9,432	6,130	3,065	50%	7,747
<b>Internal Service Charges</b>	-	-	<b>11,868</b>	<b>10,468</b>	<b>5,234</b>	<b>50%</b>	<b>10,273</b>
<b>Division Total</b>	-	-	<b>45,021</b>	<b>81,383</b>	<b>20,675</b>	<b>25%</b>	<b>69,128</b>



**Dept: Public Works**  
**Div: Street Cleaning**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-343-0000-4260 CONTRACTUAL SERVICES	34,700	34,700	36,455	36,435	36,435	100%	36,435
<b>Operations &amp; Maintenance Costs</b>	<b>34,700</b>	<b>34,700</b>	<b>36,455</b>	<b>36,435</b>	<b>36,435</b>	<b>100%</b>	<b>36,435</b>
<b>Division Total</b>	<b>34,700</b>	<b>34,700</b>	<b>36,455</b>	<b>36,435</b>	<b>36,435</b>	<b>100%</b>	<b>36,435</b>

**STREETS, TREES AND PARKWAYS****DIVISION NO. 346****DIVISION OVERVIEW**

The Streets Trees and Parkways Division provides a program of tree general maintenance for City trees in parkways and at City facilities. In order to preserve aging trees, the Division performs additional services under the guidance of an arborist for things such as wind trimming, hole fillings and cabling. The City's active tree maintenance program helps to prolong tree life expectancy and the beauty of our trees. These activities also help the City to meet the requirements for designation as a "Tree City USA".

**Dept: Public Works**  
**Div: Street Trees & Parkways**

Account Number & Title		2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-346-0000-4101	SALARIES-PERMANENT EMPLOYEES	15,070	41,727	34,339	202,658	40,670	20%	82,741
001-346-0000-4103	WAGES-TEMPORARY & PART-TIME	-	-	6			0%	-
001-346-0000-4105	OVERTIME	5,931	16,505	19,811	5,000	4,861	97%	5,000
001-346-0000-4120	O.A.S.D.I.	1,607	4,456	4,142	15,503	3,483	22%	6,330
001-346-0000-4126	HEALTH INSURANCE	2,642	12,448	10,305	83,966	5,545	7%	33,214
001-346-0000-4128	DENTAL INSURANCE	171	577	984		399	0%	1,038
001-346-0000-4129	RETIREE HEALTH SAVINGS	43	768	414	5,130	117	2%	1,500
001-346-0000-4130	WORKER'S COMPENSATION INS.	2,087	7,152	5,200	28,818	6,159	21%	8,275
001-346-0000-4136	OPTICAL INSURANCE	34	242	174		98	0%	346
001-346-0000-4138	LIFE INSURANCE	15	74	47	288	76	26%	113
<b>Personnel Costs</b>		<b>27,601</b>	<b>83,948</b>	<b>75,422</b>	<b>341,363</b>	<b>61,408</b>	<b>18%</b>	<b>138,557</b>
001-346-0000-4260	CONTRACTUAL SERVICES	12,000	285	5,581	5,500	3,730	68%	5,500
001-346-0000-4300	DEPARTMENT SUPPLIES	-	4,147	5,153	5,000	4,239	85%	5,000
001-346-0000-4310	EQUIPMENT AND SUPPLIES	7,253	-	-			0%	-
<b>Operations &amp; Maintenance Costs</b>		<b>19,253</b>	<b>4,432</b>	<b>10,733</b>	<b>10,500</b>	<b>7,969</b>	<b>76%</b>	<b>10,500</b>
001-346-0000-4706	LIABILITY CHARGE	-	624	3,888	27,731	13,866	50%	7,554
001-346-0320-4741	EQUIP MAINT CHARGE	9,276	23,352	15,300	8,398	4,200	50%	-
001-346-0000-4743	FACILITY MAINTENANCE CHARGE	4,652	3,888	6,288	38,008	19,004	50%	15,493
<b>Internal Service Charges</b>		<b>13,928</b>	<b>27,864</b>	<b>25,476</b>	<b>74,137</b>	<b>37,070</b>	<b>50%</b>	<b>23,047</b>
<b>Division Total</b>		<b>60,782</b>	<b>116,244</b>	<b>111,631</b>	<b>426,000</b>	<b>106,446</b>	<b>25%</b>	<b>172,104</b>

**TRAFFIC SIGNALS AND LIGHTING****DIVISION NO. 370****DIVISION OVERVIEW**

The Traffic Signals/Lighting Division provides for the operation and maintenance of 44 traffic signal controlled intersections and 6 stop sign controlled intersections with flashing beacons. The Division also oversees the routine scheduled maintenance to all street signs and off street parking controls. The focus of the Division is to conduct preventative maintenance, operational checks and inspections, to guarantee the safe flow of traffic and ensure the adequate safety and protection of pedestrians.

**Dept: Public Works**  
**Div: Traffic Safety**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-370-0000-4101 SALARIES-PERMANENT EMPLOYEES	21,786	24,168	60,746	130,541	58,466	45%	109,311
001-370-0000-4103 WAGES-TEMPORARY & PART-TIME	-	-	6	-	-	0%	-
001-370-0000-4105 OVERTIME	3,576	4,644	4,360	15,000	2,858	19%	5,000
001-370-0000-4120 O.A.S.D.I.	1,940	2,204	4,982	8,976	4,691	52%	8,363
001-370-0000-4126 HEALTH INSURANCE	5,800	9,477	18,237	28,060	12,822	46%	32,315
001-370-0000-4128 DENTAL INSURANCE	409	536	1,655	1,069	1,117	105%	1,010
001-370-0000-4129 RETIREE HEALTH SAVINGS	2	211	1,525	300	392	131%	870
001-370-0000-4130 WORKER'S COMPENSATION INS.	2,164	3,178	9,257	3,562	4,310	121%	5,202
001-370-0000-4134 LONG TERM DISABILITY	-	-	-	626	120	19%	253
001-370-0000-4136 OPTICAL INSURANCE	109	155	296	193	212	110%	337
001-370-0000-4138 LIFE INSURANCE	25	33	80	92	33	36%	99
001-370-0000-4140 WELLNESS BENEFIT	-	-	-	150	-	0%	-
<b>Personnel Costs</b>	<b>35,810</b>	<b>44,605</b>	<b>101,144</b>	<b>188,569</b>	<b>85,021</b>	<b>45%</b>	<b>162,760</b>
001-370-0000-4260 CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
001-370-0000-4300 DEPARTMENT SUPPLIES	-	11,324	8,906	11,383	8,690	76%	11,400
001-370-0000-4310 EQUIPMENT AND SUPPLIES	579	-	-	-	-	0%	-
001-370-0000-4320 DEPARTMENT EQUIPMENT MAINT	-	-	-	-	-	0%	-
001-370-0000-4340 SMALL TOOLS	-	-	-	-	-	0%	-
001-370-0000-4360 PERSONNEL TRAINING	-	-	395	6,000	760	13%	6,000
001-370-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	-	-	-	-	-	0%	-
001-370-0000-4430 ACTIVITIES AND PROGRAMS	-	-	-	-	-	0%	-
001-370-0301-4300 PW MAINT. & REPAIR SUPPLIES	9,096	-	31,144	32,325	11,789	96%	32,308
001-370-0564-4300 ST. LIGHT KNOCKDOWNS	-	-	49,821	-	35,358	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>9,676</b>	<b>11,324</b>	<b>90,265</b>	<b>49,708</b>	<b>56,597</b>	<b>114%</b>	<b>49,708</b>
001-370-0000-4706 LIABILITY CHARGE	-	3,120	8,460	15,318	7,659	50%	8,873
001-370-0320-4741 EQUIP MAINT CHARGE	83,480	14,004	45,888	49,956	20,994	42%	44,512
001-370-0000-4741 EQUIP REPLACEMENT CHARGE	-	4,800	14,796	14,800	10,115	68%	14,800
001-370-0000-4743 FACILITY MAINTENANCE CHARGE	13,955	11,652	21,996	12,261	7,398	60%	13,634
<b>Internal Service Charges</b>	<b>97,435</b>	<b>33,576</b>	<b>91,140</b>	<b>92,335</b>	<b>46,166</b>	<b>50%</b>	<b>81,819</b>
<b>Division Total</b>	<b>142,921</b>	<b>89,505</b>	<b>282,549</b>	<b>330,612</b>	<b>187,783</b>	<b>57%</b>	<b>294,287</b>

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**PUBLIC WORKS:**

**INTERNAL SERVICE  
AND  
ENTERPRISE  
FUNDS**

**DESCRIPTION**

Internal Service Funds are proprietary funds used to account for activities that provide goods and services to other funds or departments within the City on a cost reimbursement basis.

Enterprise Funds are proprietary funds used to account for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise.

The following is a list of the Internal Service and Enterprise Funds included in this section:

**FUND NUMBER      DESCRIPTION**

<b><u>INTERNAL SERVICE FUNDS</u></b>	
006	Self-Insurance Fund ( <i>See Finance Budget</i> )
041	Equipment Maintenance and Replacement Fund
043	Facility Maintenance Fund
<b><u>ENTERPRISE FUNDS</u></b>	
070	Water Fund
072	Sanitary Sewer Fund
073	Refuse Fund (Inactive)
074	Compressed Natural Gas Fund



**EQUIPMENT MAINTENANCE AND  
REPLACEMENT FUND****FUND NO. 041****FUND OVERVIEW**

The Equipment Maintenance and Replacement Fund is an internal service fund that is used to account for the costs associated with maintaining City vehicles as well as set aside funds to replace existing vehicles once their useful life has been reached. Costs for the Fund are charged to City divisions that use vehicles as part of their operations through two charges: 1) equipment maintenance charge, which accounts for labor, parts, and fuel for each vehicle, and 2) equipment replacement charge, which is an annual charge equal to the replacement value divided by the useful life of the vehicle.

The Equipment Maintenance Division, which is funded through the Equipment Maintenance Fund, maintains and repairs all City vehicles. The Division is responsible for maintaining an inventory of parts and materials required for vehicles and equipment maintenance, such as tires, oils filters, brakes, hoses, lights, and cleaning supplies.

A primary goal of the Division is the Preventative Maintenance Program (PMP), which lowers costs by identifying smaller repairs before they become larger and more expensive. This reduces emergency repairs, equipment downtime and increases fuel economy.

Through the PMP, the Division maintains and repairs: 31 police vehicles, 13 mid-duty trucks, 11 light-duty trucks, 10 heavy-duty pieces of equipment, 12 compressed natural gas (CNG) fueled vehicles, 2 electric vehicles, 27 small pieces of equipment, 4 portable emergency generators, and 2 fixed-site emergency generators.

**MAJOR PROJECTS/PROGRAMS**

- Replace vehicles based on designated replacement schedule.
- Build reserve for future vehicle replacements.
- Oversee and monitor Enterprise Vehicle Leasing Program.

**Dept: Public Works**  
**Div: Equipment/Vehicle Maintenance**

		Beginning Fund Balance:			934,737	959,231		
REVENUES		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3500-0000	INTEREST INCOME	11,295	8,780	17,643	-	1,683	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(10,160)	(48,228)	(12,447)	-	54,698	0%	-
3910-0000	SALE OF PROPERTY & EQUIPMENT	-	12,550	-	-	11,800	0%	-
3941-0152	EQUIP REPLACEMENT REIMB	4,375	4,380	4,380	4,375	2,190	50%	11,875
3941-0222	ANNUAL EQUIP REPLACE REIM	-	-	9,996	10,000	2,502	25%	6,667
3941-0224	EQUIP REPLACE REIMB-DETECTIVE	15,000	5,004	9,996	10,000	4,998	50%	27,500
3941-0225	ANNUAL EQUIP REPLACE REIM	58,250	18,000	80,496	80,500	28,998	36%	63,750
3941-0230	ANNUAL EQUIP REPLACE REIM	9,276	-	-	-	-	0%	-
3941-0311	EQUIP REPLACE REIMB-PW STREETS	16,200	11,196	11,196	11,200	5,598	50%	18,075
3941-0360	ANNUAL EQUIP REPLACEMNT REIMB	11,250	11,256	11,256	11,250	5,628	50%	17,750
3941-0370	ANNUAL EQUIP REPLACEMNT REIMB	-	4,800	14,796	14,800	7,398	50%	14,800
3941-0371	ANNUAL EQUIP REPLACEMENT REIMB	-	-	-	-	-	0%	3,750
3941-0381	ANNUAL EQUIP REPLACEMNT REIMB	30,183	30,180	33,120	33,117	16,560	50%	33,117
3941-0390	EQUIP REPLACE REIMB-FCLTY MNGE	5,500	5,496	4,500	4,500	2,250	50%	40,375
3941-0420	EQUIP REPLACE REIMB-RECREATION	-	-	-	-	-	0%	-
3950-0000	PROPERTY DAMAGE REIMBURSEMENT	-	13,535	-	-	-	0%	-
3970-0000	TRANSFER FROM GENERAL FUND	-	197,000	-	-	-	0%	-
3995-0000	TRANSFER FROM THE WATER FUND	-	-	-	-	-	0%	-
3952-0000	EQUIPMENT MAINTENANCE CHARGE	683,920	326,196	509,856	662,283	331,146	50%	549,650
<b>Total Revenue</b>		<b>835,089</b>	<b>600,146</b>	<b>694,788</b>	<b>842,025</b>	<b>475,449</b>	<b>56%</b>	<b>787,308</b>

APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
041-180-0000-4127	RETIRED EMP. HEALTH INS.	4,587	16,675	17,693	-	9,056	0%	18,500
041-320-0000-4101	SALARIES-PERMANENT EMPLOYEES	161,978	107,807	124,881	132,142	68,195	52%	136,676
041-320-0000-4105	OVERTIME	1,658	4,865	9,490	-	5,501	0%	-
041-320-0000-4120	O.A.S.D.I.	12,518	8,609	10,106	9,796	5,392	55%	10,270
041-320-0000-4124	RETIREMENT	38,666	26,548	32,724	31,934	17,607	55%	34,168
041-320-0000-4126	HEALTH INSURANCE	48,882	34,010	31,790	37,029	15,460	42%	40,887
041-320-0000-4128	DENTAL INSURANCE	3,881	2,819	2,775	2,240	1,318	59%	1,278
041-320-0000-4130	WORKER'S COMPENSATION INS.	21,470	14,010	16,336	10,576	8,919	84%	11,886
041-320-0000-4134	LONG TERM DISABILITY INSURANCE	106	188	304	333	164	49%	367
041-320-0000-4136	OPTICAL INSURANCE	681	506	497	401	249	62%	426
041-320-0000-4138	LIFE INSURANCE	201	126	131	127	66	52%	126
041-320-3661-4105	OVERTIME	-	-	-	-	-	0%	-
041-320-3661-4120	CNG FUELING STATION	-	-	-	-	-	0%	-
041-320-3661-4130	CNG FUELING STATION	-	-	-	-	-	0%	-
041-320-3689-4101	SALARIES-PERMANENT EMPLOYEES	160	-	-	-	-	0%	-
041-320-3689-4120	O.A.S.D.I.	12	-	-	-	-	0%	-
041-320-3689-4124	RETIREMENT	40	-	-	-	-	0%	-
041-320-3689-4130	WORKER'S COMPENSATION INS.	23	-	-	-	-	0%	-
<b>Personnel Costs</b>		<b>294,865</b>	<b>216,163</b>	<b>246,727</b>	<b>224,578</b>	<b>131,926</b>	<b>59%</b>	<b>254,584</b>
041-320-0000-4220	TELEPHONE	239	315	333	200	110	55%	200
041-320-0000-4260	CONTRACTUAL SERVICES	1,377	3,088	9,663	9,800	-	0%	-
041-320-0000-4300	DEPARTMENT SUPPLIES	3,823	3,950	3,979	4,000	34	1%	4,000
041-320-0000-4310	EQUIPMENT AND SUPPLIES	5,103	4,632	5,581	5,000	2,606	52%	5,000
041-320-0000-4320	DEPARTMENT EQUIPMENT MAINT	3,393	6,829	5,332	6,000	9	0%	6,000
041-320-0000-4340	SMALL TOOLS	2,225	2,320	2,238	2,250	-	0%	2,250
041-320-0000-4360	PERSONNEL TRAINING	-	15	499	5,000	-	0%	500
041-320-0000-4400	VEHICLE OPERATION & MAINT	-	18	-	-	-	0%	-

**Dept: Public Works**  
**Div: Equipment/Vehicle Maintenance**

APPROPRIATIONS (Continued)		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
041-320-0000-4402	FUEL	258	-	-	-	-	0%	-
041-320-0000-4450	OTHER EXPENSE	1,150	1,396	1,540	6,450	2,234	35%	-
041-320-0152-4400	CDBG ADMINISTRATION	2,782	3,211	2,641	2,000	989	49%	-
041-320-0152-4402	FUEL	3,661	3,469	3,294	4,000	1,063	27%	-
041-320-0152-4450	COMMUNITY PRESERVATION	-	-	-	-	-	0%	-
041-320-0221-4400	VEHICLE OPERATION & MAINT	294	92	531	1,000	977	98%	2,100
041-320-0221-4402	FUEL	2,516	7,054	8,760	2,500	4,905	196%	7,000
041-320-0221-4450	OTHER EXPENSE	-	-	-	-	-	0%	-
041-320-0222-4400	VEHICLE OPERATION & MAINT	685	4,074	2,572	1,000	29	3%	3,400
041-320-0222-4402	FUEL	1,936	2,339	2,686	2,500	1,293	52%	3,000
041-320-0224-4400	VEHICLE OPERATION & MAINT	4,803	13,660	7,200	8,000	3,850	48%	15,000
041-320-0224-4402	FUEL	8,823	20,104	21,909	10,000	7,200	72%	14,500
041-320-0224-4450	OTHER EXPENSE	-	-	-	-	-	0%	-
041-320-0225-4400	VEHICLE OPERATION & MAINT	58,825	76,976	44,323	50,000	11,549	23%	35,600
041-320-0225-4402	FUEL	46,710	61,519	60,017	50,000	29,805	60%	-
041-320-0225-4450	OTHER EXPENSE	-	-	-	-	-	0%	49,500
041-320-0226-4400	VEHICLE OPERATION & MAINT	-	-	-	-	-	0%	3,000
041-320-0226-4402	FUEL	-	-	-	-	-	0%	-
041-320-0226-4450	OTHER EXPENSE	-	-	-	-	-	-	-
041-320-0228-4400	VEHICLE OPERATION & MAINT	1,632	3,684	1,817	5,000	237	5%	6,000
041-320-0228-4402	FUEL	7,499	8,544	7,358	6,500	4,803	74%	7,000
041-320-0311-4400	VEHICLE OPERATION & MAINT	11,720	13,263	13,556	12,000	5,562	46%	11,500
041-320-0311-4402	FUEL	7,226	12,269	14,695	10,000	7,237	72%	14,500
041-320-0311-4450	STREET MAINTENANCE	-	-	-	-	-	0%	-
041-320-0312-4400	VEHICLE OPERATION & MAINT	-	-	-	-	-	0%	3,000
041-320-0312-4402	FUEL	657	320	-	-	-	0%	6,000
041-320-0320-4400	VEHICLE OPERATION & MAINT	2,766	3,499	2,472	3,000	-	0%	3,000
041-320-0320-4402	FUEL	797	2,499	1,920	1,500	1,270	85%	2,500
041-320-0346-4400	VEHICLE OPERATION & MAINT	-	-	21,079	10,000	135	1%	15,500
041-320-0346-4402	FUEL	908	692	152	1,000	-	0%	1,100
041-320-0370-4400	VEHICLE OPERATION & MAINT	1,778	4,187	1,920	10,000	7,840	78%	12,500
041-320-0370-4402	FUEL	5,836	12,571	13,202	10,000	5,172	52%	11,500
041-320-0371-4400	VEHICLE OPERATION & MAINT	-	-	-	-	-	0%	-
041-320-0371-4402	FUEL	-	-	-	-	-	0%	-
041-320-0371-4450	OTHER EXPENSE	-	-	-	-	-	0%	-
041-320-0390-4400	VEHICLE OPERATION & MAINT	7,181	11,603	8,543	7,500	7,898	105%	14,500
041-320-0390-4402	FUEL	14,415	24,183	24,536	15,000	11,021	73%	19,500
041-320-0420-4400	RECREATION DEPT	296	-	480	1,000	-	0%	1,000
041-320-0420-4402	FUEL	112	70	-	-	-	0%	-
041-320-3661-4210	CNG FUELING STATION	-	-	-	-	-	0%	-
041-320-3661-4220	CNG FUELING STATION	-	-	-	-	-	0%	-
041-320-3661-4260	CNG FUELING STATION	-	-	-	-	-	0%	-
041-320-3661-4300	CNG FUELING STATION	-	-	-	-	-	0%	-
041-320-3661-4400	CNG FUELING STATION	-	-	-	-	-	0%	-
041-320-3661-4402	FUEL	-	-	-	-	-	0%	-
041-320-3661-4430	ACTIVITIES AND PROGRAMS	-	-	-	-	-	0%	-
041-320-3661-4435	BANK CHARGES	-	-	-	-	-	0%	-
041-320-3661-4450	OTHER EXPENSE	-	-	-	-	-	0%	-
041-190-0000-4457	EXCISE TAX RETURN	-	-	-	-	-	0%	-
041-320-3661-4457	EXCISE TAX RETURN	-	-	-	-	-	0%	-
041-320-3689-4300	DEPARTMENT SUPPLIES-COVID-19	-	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>		<b>211,426</b>	<b>312,440</b>	<b>294,827</b>	<b>262,200</b>	<b>117,828</b>	<b>45%</b>	<b>280,150</b>

**Dept: Public Works**  
**Div: Equipment/Vehicle Maintenance**

APPROPRIATIONS (Continued)		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
041-320-0000-4706	LIABILITY CHARGE	-	21,936	14,640	18,244	9,122	50%	684
041-320-0320-4741	EQUIP MAINT & REPLACEMENT CHARGE	27,827	14,004	15,300	25,192	12,594	50%	14,837
041-320-0000-4741	EQUIP REPLACEMENT CHARGE	-	-	-	-	-	0%	-
041-320-0000-4743	FACILITY MAINTENANCE CHARGE	43,400	34,944	17,556	17,164	8,580	50%	1,239
041-320-0000-4820	DEPRECIATION EXPENSE	-	20,582	101,332	22,000	-	0%	-
<b>Internal Service Charges</b>		<b>71,227</b>	<b>91,466</b>	<b>148,828</b>	<b>82,600</b>	<b>30,296</b>	<b>37%</b>	<b>16,760</b>
041-152-0000-4500	CAPITAL EXPENSES	-	-	-	14,867	-	0%	58,164
041-224-0000-4500	CAPITAL EXPENSES	-	-	0	18,193	-	0%	-
041-225-0000-4500	CAPITAL EXPENSES	-	(0)	1,000	919	-	0%	-
041-230-0000-4500	CAPITAL EXPENSES	4,723	-	-	-	-	0%	-
041-311-0000-4500	CAPITAL EXPENSES	-	-	-	205,645	-	0%	114,153
041-346-0000-4500	CAPITAL EXPENSES	-	-	-	-	-	0%	-
041-370-0000-4500	CAPITAL EXPENSES	-	-	-	-	-	0%	-
041-390-0000-4500	CAPITAL EXPENSES	-	-	-	-	-	0%	-
041-420-0000-4500	CAPITAL EXPENSES	-	-	-	8,528	7,707	90%	12,324
<b>Capital Projects</b>		<b>4,723</b>	<b>(0)</b>	<b>1,000</b>	<b>248,153</b>	<b>7,707</b>	<b>3%</b>	<b>184,641</b>
041-320-3661-4974	TRANSFER TO CNG FUND	-	-	-	-	-	0%	-
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Total Appropriations</b>		<b>582,241</b>	<b>620,069</b>	<b>691,382</b>	<b>817,531</b>	<b>287,757</b>	<b>46%</b>	<b>736,135</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>252,848</b>	<b>(19,923)</b>	<b>3,406</b>	<b>24,494</b>	<b>187,692</b>		<b>51,173</b>
<b>Ending Balance:</b>					<b>959,231</b>			<b>1,010,405</b>

NOTES: This Division was converted to an Internal Service Fund in FY 2015-2016.  
Compressed Natural Gas (CNG) has been moved to the Enterprise Funds (074) in FY 2017-2018.

**FACILITY MAINTENANCE FUND****FUND No. 043****FUND OVERVIEW**

The Facility Maintenance Fund is an internal service fund that is used to account for the costs associated with maintaining City facilities. Costs for the Fund are charged to each City Division through a facilities maintenance charge, which is calculated based on each division's proportionate share of payroll.

The Facilities Maintenance Division, which is funded through the Facility Maintenance Fund, provides maintenance of all City facilities, including: City Hall, City Yard, Police Station, Park buildings and related grounds. The Division maintains a total of 110,715 square feet of building space, and over 45 acres of parks and city owned public right of way.

**MAJOR PROJECTS/PROGRAMS**

- Complete projects focused on modernization of City facilities, including a new HVAC system at the Police facility and a new personnel trailer at the City Yard facility.
- Complete the installation of permanent back-up generator units at San Fernando Recreation Park and Las Palmas Park. The units will provide emergency power at the parks, which are used as cooling centers during periods of hot weather and act as shelter locations during emergencies.
- Manage the Janitorial Services contract.

**Dept: Public Works**  
**Div: Facilities Management**

		Beginning Fund Balance:			(111,933)		(280,361)	
REVENUES		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3500-0000	INTEREST INCOME	3,011	2,353	1,219	-	63	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(3,406)	(12,798)	8,817	-	2,556	0%	-
3737-0000	EV CHARGING STATIONS	1,748	1,809	2,957	-	638	0%	3,000
3953-0000	FACILITY MAINTENANCE CHARGE	1,609,721	1,323,480	1,524,996	1,575,000	787,500	50%	1,605,000
3970-0000	TRANSFER FROM GENERAL FUND	-	129,996	55,000	-	-	0%	98,667
3992-0000	TRANSFER FROM SEWER FUND	-	20,004	20,004	-	-	0%	25,000
3995-0000	TRANSFER FROM WATER FUND	-	20,004	20,004	-	-	0%	25,000
<b>Total Revenue</b>		<b>1,611,074</b>	<b>1,484,849</b>	<b>1,632,998</b>	<b>1,575,000</b>	<b>790,757</b>	<b>50%</b>	<b>1,756,667</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
043-180-0000-4127	RETIRED EMP. HEALTH INS.	8,631	32,677	40,101	-	19,471	0%	39,000
043-390-0000-4101	SALARIES-PERMANENT EMPLOYEES	413,489	336,948	391,634	334,557	150,404	45%	493,927
043-390-3689-4101	SALARIES-PERMANENT EMPLOYEES	6,733	1,262	-	-	-	0%	-
043-390-0000-4103	WAGES-TEMPORARY & PART-TIME	12,381	13,618	15,553	84,287	10,841	13%	20,404
043-390-0000-4105	OVERTIME	9,402	33,782	55,800	-	38,666	0%	-
043-390-0000-4120	O.A.S.D.I.	33,299	29,398	35,070	31,728	15,047	47%	39,332
043-390-3689-4120	O.A.S.D.I.	515	97	-	-	-	0%	-
043-390-0000-4124	RETIREMENT	77,636	52,453	66,011	52,350	19,724	38%	68,195
043-390-3689-4124	RETIREMENT	1,442	294	-	-	-	0%	-
043-390-0000-4126	HEALTH INSURANCE	128,061	75,040	101,649	95,737	43,401	45%	105,889
043-390-0000-4128	DENTAL INSURANCE	7,926	5,215	7,476	3,216	3,039	95%	4,528
043-390-0000-4129	RETIREE HEALTH SAVINGS	5,385	4,368	4,819	4,800	2,532	53%	6,000
043-390-3689-4129	RETIREE HEALTH SAVINGS	67	8	-	-	-	0%	-
043-390-0000-4130	WORKER'S COMPENSATION INS.	59,114	50,172	58,353	51,346	24,864	48%	48,092
043-390-3689-4130	WORKER'S COMPENSATION INS.	957	179	-	-	-	0%	-
043-390-0000-4134	LONG TERM DISABILITY INSURANCE	106	94	608	333	164	49%	367
043-390-0000-4136	OPTICAL INSURANCE	1,842	969	1,481	685	619	90%	1,510
043-390-0000-4138	LIFE INSURANCE	597	378	496	639	176	27%	653
043-390-3689-4101	COVID-19 GLOBAL OUTBREAK	6,733	1,262	-	-	-	0%	-
043-390-3689-4120	COVID-19 GLOBAL OUTBREAK	515	97	-	-	-	0%	-
043-390-3689-4124	COVID-19 GLOBAL OUTBREAK	1,442	294	-	-	-	0%	-
043-390-3689-4129	COVID-19 GLOBAL OUTBREAK	67	8	-	-	-	0%	-
043-390-3689-4130	COVID-19 GLOBAL OUTBREAK	957	179	-	-	-	0%	-
<b>Personnel Costs</b>		<b>777,296</b>	<b>638,789</b>	<b>779,051</b>	<b>659,678</b>	<b>328,948</b>	<b>50%</b>	<b>827,897</b>
043-390-0000-4210	UTILITIES	392,030	404,832	424,290	375,000	208,901	56%	375,000
043-390-0000-4220	TELEPHONE	239	315	333	-	130	0%	500
043-390-0000-4250	RENTS AND LEASES	-	392	-	-	-	0%	-
043-390-0000-4260	CONTRACTUAL SERVICES	256,555	234,556	250,769	274,055	101,652	37%	259,505
043-390-0000-4300	DEPARTMENT SUPPLIES	39,334	56,243	56,675	50,000	20,199	40%	50,000
043-390-0000-4310	EQUIPMENT AND SUPPLIES	7,884	3,191	4,676	4,500	3,615	80%	4,500
043-390-0000-4322	UNIFORM ALLOWANCE	-	-	-	-	-	0%	150
043-390-0000-4325	UNIFORM ALLOW-FULL TIME EMP	-	-	-	200	-	0%	2,100
043-390-0000-4330	BLDG MAINT & REPAIRS	36,973	47,660	28,176	30,000	18,926	63%	20,000
043-390-0000-4340	SMALL TOOLS	2,699	1,322	1,553	3,000	-	0%	1,500
043-390-0000-4360	PERSONNEL TRAINING	309	1,859	819	7,875	-	0%	2,000
043-390-3689-4260	COVID-19 GLOBAL OUTBREAK	-	21,750	-	-	-	0%	-
043-390-3698-4405	PUBLIC SAFETY RADIOS/BODY CAMERAS (BSCC)	-	3,804	1,930	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>		<b>736,023</b>	<b>775,923</b>	<b>769,220</b>	<b>744,630</b>	<b>353,424</b>	<b>47%</b>	<b>715,255</b>

**Dept: Public Works**  
**Div: Facilities Management**

APPROPRIATIONS (Continued)	2021	2022	2023	2024	As of	2024	2025
Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
043-390-0000-4706 LIABILITY CHARGE	-	46,404	45,756	53,589	26,795	50%	41,537
043-390-0320-4741 EQUIP MAINT & REPLACEMENT CHARGE	83,480	42,024	68,832	109,167	54,582	50%	96,443
043-390-0000-4741 EQUIP MAINT & REPLACEMENT CHARGE	5,500	5,496	4,500	4,500	2,250	50%	40,375
<b>Internal Service Charges</b>	<b>88,980</b>	<b>93,924</b>	<b>119,088</b>	<b>167,256</b>	<b>83,627</b>	<b>50%</b>	<b>178,355</b>
043-390-0000-4500 CAPITAL EXPENSES	-	-	41,818	171,864	-	0%	-
<b>Capital Costs</b>	<b>-</b>	<b>-</b>	<b>41,818</b>	<b>171,864</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Total Appropriations</b>	<b>1,602,300</b>	<b>1,508,637</b>	<b>1,709,177</b>	<b>1,743,428</b>	<b>765,998</b>	<b>44%</b>	<b>1,721,507</b>
<b>ANNUAL SURPLUS/DEFICIT</b>	<b>8,774</b>	<b>(23,788)</b>	<b>(76,179)</b>	<b>(168,428)</b>	<b>24,760</b>		<b>35,160</b>
			<b>Ending Balance:</b>	<b>(280,361)</b>			<b>(245,201)</b>

NOTE: This Division was converted to an Internal Service Fund in FY 2015-2016

**CITY OF SAN FERNANDO  
ENTERPRISE FUNDS  
SUMMARY OF REVENUES AND APPROPRIATIONS  
FISCAL YEAR 2024-2025**

**Fund: Water Enterprise Fund**

		Beginning Balance:			4,023,809			627,088
REVENUE		2021	2022	2023	2024	As of	2024	2025
	Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3500-0000	INTEREST INCOME	69,015	54,301	88,511	50,000	-	0%	50,000
3508-0000	NET INCR/DECR FAIR VAL INVEST.	(77,216)	(286,244)	(24,161)	-	276,541	0%	-
3699-0000	MISCELLANEOUS REIMBURSEMENT	-	-	-	-	-	0%	-
3810-0000	SALE OF WATER	4,605,456	4,789,524	4,924,562	5,371,804	2,062,795	38%	5,375,000
3820-0000	DELINQUENT PENALTIES	-	-	-	-	-	0%	-
3830-0000	METER & FIRE SERVICE	130,234	129,615	130,104	128,385	49,674	39%	130,000
3835-0000	WATER INSTALLATION CHARGE	139,103	92,172	37,896	90,688	26,593	29%	90,000
3840-0000	CAPITAL FACILITY CHARGES	43,042	130,331	54,633	58,313	24,816	43%	60,000
3885-0000	BACKFLOW PREVENTION FEE	79,150	79,790	79,880	42,442	31,096	73%	75,000
3901-0000	MISCELLANEOUS REVENUE	(3,686)	5,089	1,000	9,316	-	0%	5,000
3910-0000	SALE OF PROPERTY & EQUIPMENT	-	7,600	-	-	-	0%	-
3945-0000	BOND/LOAN PROCEEDS	-	-	-	-	-	0%	-
3950-0000	PROPERTY DAMAGE REIMBURSEMENT	-	-	-	-	-	0%	-
3996-0000	TRANSFER FROM OPERATING GRANT FD	-	163,673	-	-	-	0%	-
<b>Total Revenue</b>		<b>4,985,098</b>	<b>5,165,852</b>	<b>5,292,425</b>	<b>5,750,948</b>	<b>2,471,516</b>	<b>47%</b>	<b>5,785,000</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
	Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
070-110	Water Attorney	483	229	-	1,000	367	0%	1,000
070-180	Water Retirement	326,728	1,052,006	1,246,938	407,483	187,834	15%	541,295
070-381	Water Administration	1,962,197	2,083,785	2,584,554	3,044,847	1,457,033	56%	1,659,417
070-382	Utility Billing	337,211	311,561	489,387	273,727	124,991	26%	399,952
070-383	Water Distribution	90,929	109,580	277,706	211,780	71,285	26%	682,194
070-384	Water Production	793,944	1,367,134	1,679,854	2,055,737	634,017	38%	1,655,277
070-385	Water Capital Projects	949,456	2,220,229	886,325	3,153,095	114,911	13%	483,430
<b>Total Appropriations</b>		<b>4,460,948</b>	<b>7,144,525</b>	<b>7,164,764</b>	<b>9,147,669</b>	<b>2,590,439</b>	<b>36%</b>	<b>5,422,565</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>524,150</b>	<b>(1,978,674)</b>	<b>(1,872,339)</b>	<b>(3,396,721)</b>	<b>(118,923)</b>	<b>4%</b>	<b>362,435</b>
<b>Ending Balance:</b>					<b>627,088</b>			<b>989,523</b>



**WATER FUND - RETIREMENT COSTS****DIVISION NO. 180****DIVISION OVERVIEW**

The Retirement Costs Division accounts for payments for retirement related costs made primarily for healthcare premiums for eligible retired employees and payments to the City's membership in the Public Employees Retirement System (PERS) in excess of the City's special tax, if any.

**Dept: Public Works/Water Fund**  
**Div: Water Attorney Services**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
070-110-0000-4270 PROFESSIONAL SERVICES	483	229	-	1,000	367	37%	1,000
<b>Operations &amp; Maintenance Costs</b>	<b>483</b>	<b>229</b>	<b>-</b>	<b>1,000</b>	<b>367</b>	<b>37%</b>	<b>1,000</b>
<b>Division Total</b>	<b>483</b>	<b>229</b>	<b>-</b>	<b>1,000</b>	<b>367</b>	<b>37%</b>	<b>1,000</b>

**Dept: Public Works/Water Fund**  
**Div: Water Retirement**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
070-180-0000-4123 OPEB EXPENSE GASB 75	(348,344)	(41,227)	291,612	50,000	-	0%	-
070-180-0000-4124 RETIREMENT	281,868	2,685,716	66,381	-	-	0%	254,533
070-180-0000-4125 PENSION EXPENSE-GASB 68	307,667	(1,740,880)	710,646	50,000	-	0%	-
070-180-0000-4127 RETIRED EMP. HEALTH INS.	85,537	94,952	87,691	115,000	42,924	37%	95,000
<b>Personnel Costs</b>	<b>326,728</b>	<b>998,561</b>	<b>1,156,330</b>	<b>215,000</b>	<b>42,924</b>	<b>20%</b>	<b>349,533</b>
070-180-0000-4265 ADMINISTRATIVE EXPENSE	-	22,828	1,460	-	-	0%	721
070-180-0872-4405 PENSION OBLIGATION BONDS-INTEREST	-	30,618	89,148	82,983	69,910	84%	82,262
070-180-0872-4429 PENSION OBLIGATION BONDS-PRIN	-	-	-	109,500	75,000	68%	109,500
<b>Operations &amp; Maintenance Costs</b>	<b>-</b>	<b>53,446</b>	<b>90,608</b>	<b>192,483</b>	<b>144,910</b>	<b>75%</b>	<b>191,762</b>
<b>Division Total</b>	<b>326,728</b>	<b>1,052,006</b>	<b>1,246,938</b>	<b>407,483</b>	<b>187,834</b>	<b>46%</b>	<b>541,295</b>

**WATER FUND – ADMINISTRATION****FUND NO. 70-381****DIVISION OVERVIEW**

The Water Administration Division is responsible for all aspects of the Water Department overseeing production, procurement, distribution, and conservation of safe portable water for the City's residential and business community.

**MAJOR PROJECTS/PROGRAMS**

- Conduct needs assessment, master plan of system upgrades, cost of services analysis and rate study in order to determine appropriate system user fee charges.
- Perform AWWA Water Loss Audit per California Code of Regulations, Title 23, Division 2, Chapter 7
- Perform Annual Water Shortage Assessment per Dept. of Water Resources
- Prepare and distribute Annual Water Quality Reports
- Conduct Urban Water Management Plan per Dept. of Water Resources by July 2025
- Conduct Lead and Cooper Survey per DWR by September 2024
- Evaluate and coordinate grant applications to improve system infrastructure.

**Dept: Public Works/Water Fund**

**Div: Water Administration**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
070-381-0000-4101 SALARIES-PERMANENT EMPLOYEES	558,293	610,060	822,246	950,536	400,275	42%	362,242
070-381-0000-4103 WAGES-TEMPORARY & PART-TIME	-	-	-	-	-	0%	-
070-381-0000-4105 OVERTIME	46,807	59,559	64,977	-	53,461	0%	-
070-381-0000-4120 O.A.S.D.I.	46,409	50,678	67,172	77,180	34,725	45%	26,601
070-381-0000-4124 RETIREMENT	103,894	107,160	132,407	161,300	68,954	43%	64,891
070-381-0000-4126 HEALTH INSURANCE	150,661	138,920	162,536	249,450	81,392	33%	55,392
070-381-0000-4128 DENTAL INSURANCE	8,718	7,900	9,939	3,685	4,651	126%	1,731
070-381-0000-4129 RETIREE HEALTH SAVINGS	3,876	3,522	7,877	12,450	3,415	27%	450
070-381-0000-4130 WORKER'S COMPENSATION INS.	74,081	81,998	117,851	110,096	59,502	54%	28,305
070-381-0000-4133 COMPENSATED ABSENCES	(12,498)	9,502	24,509	-	-	0%	-
070-381-0000-4134 LONG TERM DISABILITY INSURANCE	438	502	1,039	1,935	120	6%	2,123
070-381-0000-4136 OPTICAL INSURANCE	2,434	2,298	2,733	1,173	1,270	108%	577
070-381-0000-4138 LIFE INSURANCE	694	700	877	1,086	467	43%	216
070-381-0000-4140 WELLNESS BENEFIT	-	-	150	150	-	0%	-
070-381-3689-XXXX COVID-19 GLOBAL OUTBREAK	-	2,844	-	-	-	0%	-
<b>Personnel Costs</b>	<b>983,807</b>	<b>1,075,643</b>	<b>1,414,313</b>	<b>1,569,041</b>	<b>708,232</b>	<b>45.14%</b>	<b>542,528</b>
070-381-0000-4210 UTILITIES	230	99	621	-	4	0%	600
070-381-0000-4260 CONTRACTUAL SERVICES	1,993	25,179	11,281	55,960	5,711	10%	50,000
070-381-0000-4270 PROFESSIONAL SERVICES	47,091	43,905	46,131	134,522	121,989	91%	45,000
070-381-0000-4290 OFFICE EQUIPMENT MAINTENANCE	720	-	-	-	-	0%	1,000
070-381-0000-4300 DEPARTMENT SUPPLIES	2,444	4,197	2,496	3,000	347	12%	3,000
070-381-0000-4320 DEPARTMENT EQUIPMENT MAINT	1,415	-	-	1,500	-	0%	1,500
070-381-0000-4325 UNIFORM ALLOWANCE	-	-	-	-	-	0%	-
070-381-0000-4330 BUILDING MAINTENANCE & REPAIRS	-	-	-	-	-	-	-
070-381-0000-4360 PERSONNEL TRAINING	2,380	1,580	1,960	3,000	1,470	49%	3,000
070-381-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	286	767	1,702	3,000	1,416	47%	3,000
070-381-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	-	55	1,547	7,540	3,511	47%	7,550
070-381-0000-4390 MILEAGE REIMBURSEMENT	903	903	764	900	185	21%	900
070-381-0000-4400 VEHICLE OPERATION & MAINT	930	1,514	1,005	675	600	89%	1,000
070-381-0000-4402 FUEL	797	1,080	917	450	642	143%	1,000
070-381-0000-4405 INTEREST EXPENSE	5,304	3,601	(8,093)	9,656	-	0%	9,656
070-381-0000-4429 PRINCIPAL	-	-	-	143,734	-	0%	-
070-381-0000-4430 ACTIVITIES AND PROGRAMS	6,376	3,000	3,840	7,000	-	0%	6,500
070-381-0000-4450 OTHER EXPENSE	49,485	46,203	48,463	55,404	23,869	43%	55,000
070-381-0000-4480 COST ALLOCATION	520,072	520,068	607,954	607,954	371,523	61%	684,534
070-381-0450-4260 CONTRACTUAL SERVICES	-	-	-	6,453	-	0%	6,453
070-381-0450-4300 DEPARTMENT SUPPLIES	-	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>647,409</b>	<b>652,151</b>	<b>720,589</b>	<b>1,040,748</b>	<b>531,267</b>	<b>51%</b>	<b>879,693</b>
070-381-0000-4706 LIABILITY CHARGE	-	73,944	102,144	133,959	66,981	50%	26,105
070-381-0320-4741 EQUIP MAINT CHARGE	76,134	24,504	39,228	3,920	16,560	422%	3,227
070-381-0000-4741 EQUIP REPLACEMENT CHARGE	30,183	30,180	33,120	33,117	1,962	6%	33,117
070-381-0000-4743 FACILITY MAINTENANCE CHARGE	104,664	87,360	135,156	144,062	72,031	50%	29,747
<b>Internal Service Charges</b>	<b>210,981</b>	<b>215,988</b>	<b>309,648</b>	<b>315,058</b>	<b>157,534</b>	<b>50%</b>	<b>92,196</b>
070-381-0000-4901 TRANSFER TO GENERAL FUND	60,000	60,000	60,000	60,000	30,000	50%	60,000
070-381-0000-4906 TRANSFER TO SELF-INSURANCE FND	60,000	60,000	60,000	60,000	30,000	50%	60,000
070-381-0000-4918 TRANSFER TO RETIREMENT FUND	-	-	-	-	-	0%	-
070-381-0000-4943 TRANSFER TO FACILITY MAINT. FND	-	20,004	20,004	-	-	0%	25,000
<b>Transfers</b>	<b>120,000</b>	<b>140,004</b>	<b>140,004</b>	<b>120,000</b>	<b>60,000</b>	<b>50%</b>	<b>145,000</b>
<b>Division Total</b>	<b>1,962,197</b>	<b>2,083,785</b>	<b>2,584,554</b>	<b>3,044,847</b>	<b>1,457,033</b>	<b>48%</b>	<b>1,659,417</b>

**WATER FUND - UTILITY BILLING****FUND NO. 70-382****DIVISION OVERVIEW**

The Utility Billing Division provides customer service and utility billing for water, sewer, fire service, and hydrants on private property. Meters are read and customers are billed every two months. Water meters are read using an automated system including a hand-held meter reader, computer, and software interfaced with our computer system.

The Division also prepares notices for delinquent accounts. Accounts not paid in the month in which the bills are issued become delinquent. Staff prepares and mails a second bill to overdue accounts with notification of turn-off policies if charges are not paid in full by the third week of the month in which they became delinquent. Approximately three working days before a scheduled turn-off date, a final notice is delivered by messenger to every unit on the premises.

**MAJOR PROJECTS/PROGRAMS**

- Pursue Low Income Household Financial Assistance Programs to assist financially with delinquent account.

**Dept: Public Works/Water Fund**  
**Div: Utility Billing**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
070-382-0000-4101 SALARIES-PERMANENT EMPLOYEES	99,118	103,077	99,495	103,625	52,261	50%	173,713
070-382-0000-4103 WAGES-TEMPORARY & PART-TIME	-	-	-	-	-	0%	-
070-382-0000-4105 OVERTIME	469	867	1,036	-	92	0%	-
070-382-0000-4120 O.A.S.D.I.	7,619	7,952	7,691	7,824	4,005	51%	13,290
070-382-0000-4124 RETIREMENT	21,325	22,342	23,606	22,848	12,613	55%	33,607
070-382-0000-4126 HEALTH INSURANCE	28,827	27,603	27,765	33,447	13,909	42%	60,389
070-382-0000-4128 DENTAL INSURANCE	2,544	2,475	2,475	2,475	1,176	48%	1,888
070-382-0000-4129 RETIREE HEALTH SAVINGS	-	-	-	-	-	0%	576
070-382-0000-4130 WORKER'S COMPENSATION INS.	1,570	1,640	1,588	1,617	827	51%	7,963
070-382-0000-4134 LONG TERM DISABILITY INSURANCE	58	-	-	-	-	0%	-
070-382-0000-4136 OPTICAL INSURANCE	478	460	460	460	230	50%	630
070-382-0000-4138 LIFE INSURANCE	143	142	158	135	70	52%	208
<b>Personnel Costs</b>	<b>162,151</b>	<b>166,559</b>	<b>164,275</b>	<b>172,431</b>	<b>85,183</b>	<b>49%</b>	<b>292,264</b>
070-382-0000-4260 CONTRACTUAL SERVICES	8,728	8,989	9,368	10,000	9,707	97%	10,000
070-382-0000-4270 PROFESSIONAL SERVICES	-	-	-	2,500	-	0%	500
070-382-0000-4280 OFFICE SUPPLIES	-	-	-	-	-	0%	-
070-382-0000-4300 DEPARTMENT SUPPLIES	15,463	10,949	15,462	15,000	11,187	75%	15,000
070-382-0000-4320 DEPARTMENT EQUIPMENT MAINT	1,302	1,302	-	2,000	-	0%	2,000
070-382-0000-4390 MILEAGE REIMBURSEMENT	-	-	-	-	-	0%	-
070-382-0000-4400 VEHICLE OPERATION & MAINT	1,467	1,612	1,081	2,000	582	29%	2,000
070-382-0000-4402 FUEL	6,320	7,711	5,868	4,000	2,133	53%	4,000
070-382-0000-4455 BAD DEBTS EXPENSE	110,769	79,315	263,370	25,000	-	0%	25,000
<b>Operations &amp; Maintenance Costs</b>	<b>144,049</b>	<b>109,878</b>	<b>295,148</b>	<b>60,500</b>	<b>23,609</b>	<b>39%</b>	<b>58,500</b>
070-382-0000-4706 LIABILITY CHARGE	-	9,240	11,100	14,007	7,002	50%	14,101
070-382-0320-4741 EQUIP MAINT CHARGE	-	-	-	8,398	-	0%	6,455
070-382-0000-4741 EQUIP REPLACEMENT CHARGE	-	-	-	-	-	0%	-
070-382-0000-4743 FACILITY MAINTENANCE CHARGE	31,012	25,884	18,864	18,391	9,197	50%	28,632
<b>Internal Service Charges</b>	<b>31,012</b>	<b>35,124</b>	<b>29,964</b>	<b>40,796</b>	<b>16,199</b>	<b>40%</b>	<b>49,188</b>
<b>Division Total</b>	<b>337,211</b>	<b>311,561</b>	<b>489,387</b>	<b>273,727</b>	<b>124,991</b>	<b>46%</b>	<b>399,952</b>

**WATER FUND – DISTRIBUTION****FUND NO. 70-383****DIVISION OVERVIEW**

The Water Distribution Division is responsible for providing water services to all City residents and businesses in sufficient quantities to meet domestic and fire service demands. This includes maintenance of approximately 66.5 miles of water mains, 5,264 water services and 548 fire hydrants. The Division is also responsible for installing new domestic services and new fire protection services ordered by customers.

**MAJOR PROJECTS/PROGRAMS**

- Repair leaks on City’s water mains
- Replace or install new water services
- Repair and maintain City’s fire hydrant
- Conduct annual valve exercising program of approximately 1600 water system valves
- Testing backflow devices per City’s backflow and cross-connection program



**Dept: Public Works/Water Fund**  
**Div: Water Distribution**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2024 Proposed
070-383-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	0%	288,758
070-383-0000-4105 OVERTIME	-	-	-	-	-	0%	-
070-383-0000-4112 TEMP. NON-EMPLOYEE WAGES	-	-	-	-	-	0%	-
070-383-0000-4120 O.A.S.D.I.	-	-	-	-	-	0%	22,090
070-383-0000-4124 RETIREMENT	-	-	-	-	-	0%	53,500
070-383-0000-4126 HEALTH INSURANCE	-	-	-	-	-	0%	73,953
070-383-0000-4127 RETIRED EMP. HEALTH INS.	-	-	-	-	-	0%	-
070-383-0000-4128 DENTAL INSURANCE	-	-	-	-	-	0%	2,312
070-383-0000-4129 RETIREE HEALTH SAVINGS	-	-	-	-	-	0%	1,464
070-383-0000-4130 WORKER'S COMPENSATION INS.	-	-	-	-	-	0%	28,876
070-383-0000-4134 LONG TERM DISABILITY INSURANCE	-	-	-	-	-	0%	-
070-383-0000-4136 OPTICAL INSURANCE	-	-	-	-	-	0%	771
070-383-0000-4138 LIFE INSURANCE	-	-	-	-	-	0%	288
<b>Personnel Costs</b>	-	-	-	-	-	<b>0%</b>	<b>472,012</b>
070-383-0000-4260 CONTRACTUAL SERVICES	4,797	19,991	30,068	22,000	840	4%	22,000
070-383-0000-4270 PROFESSIONAL SERVICES	2,200	1,154	2,460	4,000	-	0%	4,000
070-383-0000-4280 OFFICE SUPPLIES	-	-	-	-	-	-	-
070-383-0000-4300 DEPARTMENT SUPPLIES	304	2,991	5,797	6,700	1,616	24%	6,700
070-383-0000-4310 EQUIPMENT AND SUPPLIES	9,681	67,177	212,025	77,000	10,391	13%	77,000
070-383-0000-4320 DEPARTMENT EQUIPMENT MAINT	198	138	-	-	-	0%	-
070-383-0000-4330 BLDG MAINT & REPAIRS	89	-	-	-	-	0%	-
070-383-0000-4340 SMALL TOOLS	2,087	2,395	1,686	2,500	2,767	111%	2,500
070-383-0000-4360 PERSONNEL TRAINING	-	-	-	-	-	0%	-
070-383-0000-4400 VEHICLE OPERATION & MAINT	3,962	3,840	10,340	23,400	16,349	70%	23,400
070-383-0000-4402 FUEL	8,211	11,894	15,330	9,000	5,733	64%	9,000
070-383-0301-4300 PW MAINT. & REPAIR SUPPLIES	59,231	-	-	-	-	0%	-
070-383-3689-4310 COVID-19 GLOBAL OUTBREAK	168	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>90,929</b>	<b>109,580</b>	<b>277,706</b>	<b>144,600</b>	<b>37,697</b>	<b>26%</b>	<b>144,600</b>
070-383-0000-4500 CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
070-383-0000-4600 CAPITAL PROJECTS	-	-	-	-	-	0%	-
<b>Capital Costs</b>	-	-	-	-	-	0%	-
070-383-0000-4706 LIABILITY CHARGE	-	-	-	-	-	0%	22,816
070-384-0000-4741 EQUIP REPLACEMENT CHARGE	-	-	-	-	-	0%	3,227
070-383-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	-	-	-	0%	-
070-383-0320-4741 EQUIP MAINT CHARGE	-	-	-	67,180	33,588	50%	39,539
<b>Internal Service Charges</b>	-	-	-	<b>67,180</b>	<b>33,588</b>	<b>50%</b>	<b>65,582</b>
<b>Division Total</b>	<b>90,929</b>	<b>109,580</b>	<b>277,706</b>	<b>211,780</b>	<b>71,285</b>	<b>34%</b>	<b>682,194</b>

**WATER FUND – PRODUCTION****FUND NO. 70-384****DIVISION OVERVIEW**

The Water Production Division is responsible for all operations and maintenance of the City's four wells, three booster pump stations, four reservoirs and two pressure regulation stations and the Supervisory Control and Data Acquisition (SCADA). All the wells are in the Sylmar area with power being supplied by the Los Angeles Department of Water and Power (LADWP) and two pressure regulation stations located within City limits are supplied by Southern California Edison (SCE). Imported water is purchased from Metropolitan Water District (MWD) of Southern California to supplement the local ground water supplies on an "as needed" basis. There are also two emergency connections from LADWP water systems.

**MAJOR PROJECTS/PROGRAMS**

- Conduct annual Water Well Meter Testing for accuracy
- Daily and other required EPA & State Lab Water Sampling
- Coordinate operation of water quality treatment system to treat groundwater
- Continuous water quality monitoring
- Dead End Flushing Program
- Conduct Reservoir cleaning and inspections
- Conduct Monthly Groundwater Level monitoring
- Upgrade SCADA Mars radio system to improve SCADA communication for reliability

**Dept: Public Works/Water Fund**  
**Div: Water Production**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
070-384-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	0%	316,866
070-384-0000-4120 O.A.S.D.I.	-	-	-	-	-	0%	24,241
070-384-0000-4124 RETIREMENT	-	-	-	-	-	0%	51,268
070-384-0000-4126 HEALTH INSURANCE	-	-	-	-	-	0%	94,753
070-384-0000-4128 DENTAL INSURANCE	-	-	-	-	-	0%	2,962
070-384-0000-4129 RETIREE HEALTH SAVINGS	-	-	-	-	-	0%	2,364
070-384-0000-4130 WORKER'S COMPENSATION INS.	-	-	-	-	-	0%	31,687
070-384-0000-4136 OPTICAL INSURANCE	-	-	-	-	-	0%	988
070-384-0000-4138 LIFE INSURANCE	-	-	-	-	-	0%	333
<b>Personnel Costs</b>	-	-	-	-	-	<b>0%</b>	<b>525,462</b>
070-384-0000-4210 UTILITIES	488,685	470,465	357,290	350,000	140,294	40%	300,000
070-384-0000-4220 TELEPHONE	20,674	21,511	21,857	20,000	9,275	46%	20,000
070-384-0000-4250 RENTS AND LEASES	149	169	-	-	-	0%	-
070-384-0000-4260 CONTRACTUAL SERVICES	122,583	98,456	105,101	234,000	51,167	22%	234,000
070-384-0000-4300 DEPARTMENT SUPPLIES	35,138	54,527	77,531	116,952	21,079	18%	260,000
070-384-0000-4310 EQUIPMENT AND SUPPLIES	4,506	4,422	5,240	20,000	8,293	41%	20,000
070-384-0000-4320 DEPARTMENT EQUIPMENT MAINT	6,048	4,889	4,425	5,000	653	13%	5,000
070-384-0000-4330 BLDG MAINT & REPAIRS	8,417	5,422	5,276	6,500	829	13%	6,500
070-384-0000-4340 SMALL TOOLS	900	359	445	1,000	590	59%	1,000
070-384-0000-4360 PERSONNEL TRAINING	420	-	520	1,000	285	29%	1,000
070-384-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	459	-	-	1,075	-	0%	-
070-384-0000-4400 VEHICLE OPERATION & MAINT	1,681	1,133	1,446	3,000	287	10%	3,000
070-384-0000-4402 FUEL	2,845	4,393	6,561	3,000	2,575	86%	3,000
070-384-0000-4430 ACTIVITIES AND PROGRAMS	-	-	-	1,500	-	0%	1,500
070-384-0000-4450 OTHER EXPENSE	-	589,838	981,690	1,085,310	355,310	33%	-
070-384-0301-4300 PW MAINT. & REPAIR SUPPLIES	6,558	-	-	-	-	0%	-
070-384-0857-4260 NITRATE REMOVAL SYSTEM	94,882	111,550	112,474	207,400	43,381	21%	200,000
<b>Operations &amp; Maintenance Costs</b>	<b>793,944</b>	<b>1,367,134</b>	<b>1,679,854</b>	<b>2,055,737</b>	<b>634,017</b>	<b>31%</b>	<b>1,055,000</b>
070-384-0000-4706 LIABILITY CHARGE	-	-	-	-	-	0%	25,851
070-384-0000-4741 EQUIP REPLACEMENT CHARGE	-	-	-	-	-	0%	3,227
070-384-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	-	-	-	0%	-
070-384-0320-4741 EQUIP MAINT CHARGE	-	-	-	-	-	0%	45,737
<b>Internal Service Charges</b>	-	-	-	-	-	<b>0%</b>	<b>74,815</b>
<b>Division Total</b>	<b>793,944</b>	<b>1,367,134</b>	<b>1,679,854</b>	<b>2,055,737</b>	<b>634,017</b>	<b>31%</b>	<b>1,655,277</b>

**WATER FUND – CAPITAL PROJECTS****FUND NO. 70-385****DIVISION OVERVIEW**

Capital Projects is used to account for, track, and manage capital improvements to the City's water system. Fiscal Year (FY) 2023-2024 was the completion of the Upper Reservoir Replacement Project and completion of a new Ion Exchange (IX) Nitrate Removal Treatment System at Well 3. A new pump and motor assembly was installed at Well 3.

In FY2023-2024, June 2024 construction was completed on the Upper Reservoir.

In FY 2024-2025, the design will begin on the Well 2A Nitrate Removal Treatment System project.

**MAJOR PROJECTS/PROGRAMS**

- Water Main Replacement – Replacement of deteriorated water mains in conjunction with street resurfacing projects
- Water Meter Replacement Program
- Water Service Replacement (on an as-needed basis)
- Fire Hydrant Repair (on an as-needed basis due to knockdowns)
- Upper Reservoir Replacement Project
- Ion Exchange Nitrate Removal Treatment System – Well 2A
- Implement an Automatic Meter Reading system for meters in hard access locations such easements in the alleys.

**Dept: Public Works/Water Fund**  
**Div: Water Capital Projects**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
070-385-0716-4101 UPPER RESERVOIR REPLACEMENT-DWR	-	-	1,285	-	380	0%	-
070-385-0716-4120 UPPER RESERVOIR REPLACEMENT-DWR	-	-	98	-	29	0%	-
070-385-0716-4124 UPPER RESERVOIR REPLACEMENT-DWR	-	-	241	-	102	0%	-
070-385-0716-4130 UPPER RESERVOIR REPLACEMENT-DWR	-	-	67	-	28	0%	-
<b>Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>1,691</b>	<b>-</b>	<b>539</b>	<b>0%</b>	<b>-</b>
070-385-0000-4260 CONTRACTUAL SERVICES	11,146	4,875	1,062	-	5,023	0%	-
070-385-0000-4270 PROFESSIONAL SERVICES	83,388	19,015	75	-	-	0%	-
070-385-0000-4320 DEPT EQUIP. MAINTENANCE	3,903	98,145	-	-	-	0%	-
070-385-0000-4500 CAPITAL EQUIPMENT	-	36,738	(0)	-	-	0%	-
070-385-0000-4600 CAPITAL PROJECTS	-	602	-	-	-	0%	200,000
070-385-0178-4600 CAPITAL PROJECTS	-	-	-	-	-	0%	-
070-385-0178-4600 CAPITAL PROJECTS	-	-	-	-	-	0%	-
070-385-0560-4600 CP-STREET RESURFACING PROGRAM	-	(0)	0	17,971	-	0%	-
070-385-0635-4600 WATER MAIN REPLACEMENT	-	-	-	-	-	0%	-
070-385-0700-4500 CP-WTR MTR REPLACEMENT	-	-	-	-	-	0%	-
070-385-0700-4600 CP-WTR MTR REPLACEMENT	69,764	22,118	72,801	81,203	12,398	15%	85,000
070-385-0701-4500 CP-FIRE HYDRANT UPGRADE	-	-	-	-	-	0%	-
070-385-0701-4600 CP-FIRE HYDRANT UPGRADE	25,889	9,924	3,049	40,000	25,270	63%	50,000
070-385-0716-4600 UPPER RESERVOIR REPL PROJ	-	0	22,788	2,238,810	62,467	3%	-
070-385-0763-4600 CP-STORMWATER INFILTRATION PROJECT	-	-	-	-	-	0%	-
070-385-0763-4615 LAND ACQUISITION	-	-	-	-	-	0%	-
070-385-0765-4932 SELF GENERATION INCENTIVE PRG.	-	169,926	-	-	-	0%	-
070-385-0806-4270 13441 FOOTHILL PROPERTY ACQUISITION	8,190	15,850	1,400	-	-	0%	-
070-385-0806-4600 13441 FOOTHILL PROPERTY ACQUISITION	-	-	-	-	-	0%	-
070-385-0806-4405 INTEREST EXPENSE	25,650	23,268	20,900	18,430	9,215	50%	18,430
070-385-0806-4429 PRINCIPAL	-	-	-	130,000	-	0%	130,000
070-385-0857-4270 NITRATE REMOVAL SYSTEM	-	-	-	-	-	0%	-
070-385-0857-4600 NITRATE REMOVAL SYSTEM	-	1,063,472	(1)	-	-	0%	-
070-385-0859-4600 WELL 2A, 3 & LOWER RESERVOIR UPGRADES	-	-	0	-	-	0%	-
070-385-3698-4405 PUBLIC SAFETY RADIOS/BODY CAMERAS	-	3,312	1,696	1,681	-	0%	-
070-385-6673-4600 CP-GLENOAKS RESURFACING PROJECT	-	-	-	-	-	0%	-
<b>Capital Costs</b>	<b>227,930</b>	<b>1,467,243</b>	<b>123,771</b>	<b>2,528,095</b>	<b>114,372</b>	<b>5%</b>	<b>483,430</b>
070-385-0000-4820 DEPRECIATION EXPENSE	721,526	752,986	760,863	625,000	-	0%	-
<b>Depreciation Expense</b>	<b>721,526</b>	<b>752,986</b>	<b>760,863</b>	<b>625,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>949,456</b>	<b>2,220,229</b>	<b>886,325</b>	<b>3,153,095</b>	<b>114,911</b>	<b>4%</b>	<b>483,430</b>

**CITY OF SAN FERNANDO  
ENTERPRISE FUNDS  
SUMMARY OF REVENUES AND APPROPRIATIONS  
FISCAL YEAR 2024-2025**

**Fund: Sewer Enterprise Fund**

		Beginning Balance:				3,908,052		3,502,633
REVENUE	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	54,670	42,944	68,762	-	-	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVEST.	(39,578)	(228,084)	(27,147)	-	231,118	0%	-
3745-0000	SEWER SERVICE CHARGES	3,952,029	3,790,433	4,013,744	4,125,000	1,541,262	37%	4,125,000
3810-0000	SEWER COLLECTIONS-MO. BILLS	-	-	-	-	-	0%	-
3820-0000	DELINQUENT PENALTIES	-	-	-	-	-	0%	-
3821-0000	INDUSTRIAL WASTE PERMITS	46,316	33,027	37,452	40,000	20,693	52%	40,000
3840-0000	CAPITAL FACILITY CHARGES	26,741	42,833	37,690	35,729	9,308	26%	35,000
3885-0000	BACKFLOW PREVENTION FEE	-	-	-	-	-	0%	-
3945-0000	BOND/LOAN PROCEEDS	-	-	-	-	-	0%	-
3950-0000	PROPERTY DAMAGE REIMBURSEMENT	-	-	-	-	-	0%	-
3970-0000	TRANS FROM GENERAL FUND	-	-	-	-	-	0%	-
3996-0000	TRANS FROM OPERATING GRANT FUND	-	93,559	-	-	-	0%	-
3978-0000	TRANS FROM RETIREMENT TAX FUND	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>4,040,178</b>	<b>3,774,711</b>	<b>4,130,502</b>	<b>4,200,729</b>	<b>1,802,381</b>	<b>43%</b>	<b>4,200,000</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
072-110	Sewer Attorney	-	-	399	1,000	-	0%	1,500
072-180	Sewer Retirement	(481,342)	1,715,460	(1,164,933)	471,192	143,885	31%	290,623
072-360	Sewer Maintenance	2,450,061	2,583,441	2,804,975	2,709,669	697,510	26%	3,237,576
072-365	Sewer Capital Projects	1,089,151	1,100,735	964,974	1,424,287	850,300	60%	2,595,000
<b>Total Appropriations</b>		<b>3,057,870</b>	<b>5,399,636</b>	<b>2,605,415</b>	<b>4,606,148</b>	<b>1,691,696</b>	<b>37%</b>	<b>6,124,699</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>982,308</b>	<b>(1,624,925)</b>	<b>1,525,087</b>	<b>(405,419)</b>	<b>110,685</b>	<b>-27%</b>	<b>(1,924,699)</b>
<b>Ending Balance:</b>					<b>3,502,633</b>			<b>1,577,934</b>

**SEWER FUND – SEWER MAINTENANCE****FUND NO. 72-360****DIVISION OVERVIEW**

The Sewer Maintenance Division performs maintenance of the City's sanitary sewer system by scheduled routine cleaning of sewer main lines and manholes. The sewer system is made up of approximately 40 miles (211,200 linear feet) of mains and over 800 manholes. The City contracts with the City of Los Angeles for sewage treatment and disposal. Since 1985, the City has contracted with the County of Los Angeles for the enforcement of the City's Industrial Waste Program. Industrial waste permit fees cover the cost of this program.

**MAJOR PROJECTS/PROGRAMS**

- Inspection – Closed Captioned Television Inspection, Root Clearing of Sewer System.
- Maintenance Repairs – Point Repairs (i.e. sewer pipe lining, replacement) to alleviate maintenance problems at locations where maintenance problems exist or that have hydraulic deficiencies; Perform inflow/infiltration analysis to determine areas that need additional repairs to limit water infiltration into the sewer system.
- Sewer Cleaning – Maintenance of sewer system through use of City's sewer combination truck and trained and certified staff.

**Dept: Public Works/Sewer Fund**  
**Div: Sewer Maintenance**

Account Number & Title	2021 Actual	2022 Actual	2023 Adjusted	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
072-180-0000-4123 OPEB EXPENSE GASB 75	(341,490)	(183,973)	(1,038,944)	150,000	-	0%	-
072-180-0000-4124 RETIREMENT	140,934	2,543,818	20,963	200,000	-	0%	164,698
072-180-0000-4125 PENSION EXPENSE GASB 68	(308,628)	(735,320)	(225,986)	-	-	0%	-
072-180-0000-4127 RETIRED EMP. HEALTH INS.	27,841	56,582	53,319	50,000	25,121	50%	55,000
072-180-0000-4265 ADMINISTRATIVE EXPENSE	-	22,828	540	-	-	0%	-
072-360-0000-4101 SALARIES-PERMANENT EMPLOYEES	379,544	411,613	284,022	308,125	134,143	44%	403,710
072-360-0000-4103 WAGES-TEMPORARY & PART-TIME	11,852	19	156	28,096	788	3%	-
072-360-0000-4105 OVERTIME	8,874	17,014	6,160	-	1,274	0%	-
072-360-0000-4120 O.A.S.D.I.	30,690	32,221	21,509	25,331	10,187	40%	29,684
072-360-0000-4124 RETIREMENT	63,313	71,853	49,546	52,662	27,262	52%	70,002
072-360-0000-4126 HEALTH INSURANCE	86,511	103,040	64,587	94,851	25,071	26%	71,031
072-360-0000-4127 RETIRED EMP. HEALTH INS.	-	-	-	-	-	0%	-
072-360-0000-4128 DENTAL INSURANCE	6,985	7,196	5,389	2,492	1,706	68%	2,220
072-360-0000-4129 RETIREE HEALTH SAVINGS	3,348	2,960	1,690	3,600	775	22%	2,700
072-360-0000-4130 WORKER'S COMPENSATION INS.	27,796	38,729	20,272	33,341	13,629	41%	29,484
072-360-0000-4133 COMPENSATED ABSENCES	-	5,939	(33,651)	-	-	0%	-
072-360-0000-4134 LONG TERM DISABILITY INSURANCE	496	878	531	334	164	49%	843
072-360-0000-4136 OPTICAL INSURANCE	1,313	1,484	1,001	530	324	61%	740
072-360-0000-4138 LIFE INSURANCE	396	421	386	437	106	24%	360
072-360-0000-4140 WELLNESS BENEFIT	-	-	150	-	-	0%	-
072-360-3689-XXXX COVID-19 GLOBAL OUTBREAK	1,180	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>140,957</b>	<b>2,397,301</b>	<b>(768,359)</b>	<b>949,799</b>	<b>240,550</b>	<b>25%</b>	<b>830,472</b>
072-110-0000-4270 PROFESSIONAL SERVICES	-	-	399	1,000	-	0%	1,500
072-180-0872-4405 PENSION OBLIGATION BONDS-INT.	-	11,525	25,175	30,692	43,765	143%	30,426
072-180-0872-4429 PENSION OBLIGATION BONDS-PRINC.	-	-	-	40,500	75,000	185%	40,500
072-360-0000-4210 UTILITIES	230	199	621	500	11	2%	850
072-360-0000-4220 TELEPHONE	1,977	1,727	2,372	2,000	1,207	60%	3,200
072-360-0000-4250 RENTS AND LEASES	-	-	753	6,300	622	10%	6,300
072-360-0000-4260 CONTRACTUAL SERVICES	39,751	119,138	126,307	238,901	72,791	30%	141,401
072-360-0629-4260 CONTRACTUAL SERVICES	1,152,431	1,078,499	1,450,565	1,200,000	-	0%	1,585,000
072-360-0000-4270 PROFESSIONAL SERVICES	4,244	4,513	18,393	26,138	4,438	17%	101,890
072-360-0000-4280 OFFICE SUPPLIES	-	2,317	-	-	-	0%	1,700
072-360-0000-4290 OFFICE EQUIPMENT MAINTENANCE	-	2,674	2,061	3,680	2,239	61%	3,680
072-360-0000-4300 DEPARTMENT SUPPLIES	22,258	20,311	28,957	27,922	16,942	61%	27,950
072-360-0000-4310 EQUIPMENT AND SUPPLIES	7,040	9,549	5,093	6,900	3,263	47%	6,900
072-360-0000-4320 DEPARTMENT EQUIPMENT MAINT	1,302	1,302	1,302	3,500	1,302	37%	3,500
072-360-0000-4325 UNIFORM ALLOWANCE	-	-	-	400	400	100%	3,600
072-360-0000-4340 SMALL TOOLS	3,360	4,942	4,998	5,000	-	0%	5,000
072-360-0000-4360 PERSONNEL TRAINING	-	1,042	2,248	5,000	319	6%	5,000
072-360-0000-4390 VEHICLE ALLOW & MAINT	902	902	764	900	185	21%	900
072-360-0000-4400 VEHICLE OPERATION & MAINT	1,777	1,812	7,400	5,000	1,000	20%	6,500
072-360-0000-4402 FUEL	2,923	3,350	6,126	-	1,097	0%	4,000
072-360-0000-4405 INTEREST EXPENSE	1,738	1,738	1,738	1,738	-	0%	1,738
072-360-0000-4450 OTHER EXPENSE	36,953	59,987	79,090	86,400	86,400	100%	86,000
072-360-0000-4455 BAD DEBTS EXPENSE	62,154	16,595	149,455	-	-	0%	25,000
072-360-0000-4480 COST ALLOCATION	299,436	330,036	327,730	327,730	185,432	57%	376,294
072-360-0301-4300 PW MAINT. & REPAIR SUPPLIES	5,453	-	-	3,000	-	0%	-
072-360-3698-4405 PUBLIC SAFETY RADIOS/BODY CAMERAS	-	2,738	1,389	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>1,643,928</b>	<b>1,674,896</b>	<b>2,242,936</b>	<b>2,023,201</b>	<b>496,412</b>	<b>25%</b>	<b>2,468,829</b>



**Dept: Public Works/Sewer Fund**  
**Div: Sewer Maintenance**

Account Number & Title	2021 Actual	2022 Actual	2023 Adjusted	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
072-360-0000-4706 LIABILITY CHARGE	-	53,496	31,416	82,940	41,470	50%	29,481
072-360-0320-4741 EQUIP MAINT CHARGE	23,426	7,536	11,760	11,759	5,880	50%	12,910
072-360-0000-4741 EQUIP REPLACEMENT CHARGE	11,250	11,256	11,256	11,250	5,628	50%	17,750
072-360-0000-4743 FACILITY MAINTENANCE CHARGE	89,158	74,412	31,428	42,912	21,456	50%	55,777
<b>Internal Service Charges</b>	<b>123,834</b>	<b>146,700</b>	<b>85,860</b>	<b>148,861</b>	<b>74,434</b>	<b>50%</b>	<b>115,918</b>
072-360-0000-4500 CAPITAL EQUIPMENT	-	-	-	-	-	0%	29,481
<b>Capital Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>29,481</b>
072-360-0000-4901 TRANSFER TO GENERAL FUND	60,000	60,000	60,000	60,000	30,000	50%	60,000
072-360-0000-4943 TRANSFER TO FACILITY MAINT. FUND	-	20,004	20,004	-	-	0%	25,000
<b>Transfers</b>	<b>60,000</b>	<b>80,004</b>	<b>80,004</b>	<b>60,000</b>	<b>30,000</b>	<b>50%</b>	<b>85,000</b>
<b>Division Total</b>	<b>1,968,719</b>	<b>4,298,901</b>	<b>1,640,441</b>	<b>3,181,861</b>	<b>841,396</b>	<b>26%</b>	<b>3,529,699</b>

**SEWER FUND – CAPITAL PROJECTS****FUND NO. 72-365****DIVISION OVERVIEW**

The Capital Projects Division is used to account for, track, and manage capital improvements to the City's sanitary sewer system.

**MAJOR PROJECTS/PROGRAMS**

- City-Wide Sewer Closed Circuit Television Project - Conduct CCTV on entire 40 miles of City sewer lines to collect data on the health of the sewer system which is required prior to preparing a Sanitary Sewer Master Plan (SSMP).
- Sewer Replacement Project – Replace deteriorated sewer pipes identified as needing urgent attention after completion of the City-wide CCTV Project.
- System Design – The development of hydraulic models and design plans to meet capacity deficiencies and accommodate future growth.
- SSMP – Complete an SSMP to develop a five year sewer system maintenance/repair/replacement plan and for use in utility user fee study.

**Dept: Public Works/Sewer Fund**  
**Div: Sewer Capital Projects**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
072-365-0000-4260 CONTRACT SERVICES	1,300	21,747	3,253	-	-	0%	500,000
072-365-0000-4300 DEPARTMENT SUPPLIES	-	-	-	-	-	0%	-
<b>Operations &amp; Maintenance</b>	<b>1,300</b>	<b>21,747</b>	<b>3,253</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>500,000</b>
072-365-0000-4600 CAPITAL PROJECTS	-	-	-	-	-	0%	995,000
072-365-0560-4600 CAPITAL PROJECTS	-	(0)	0	156,279	-	0%	-
072-365-0629-4600 CAPITAL PROJECTS	928,631	819,340	726,992	1,018,008	850,300	84%	850,000
<b>Capital Projects</b>	<b>928,631</b>	<b>819,339</b>	<b>726,993</b>	<b>1,174,287</b>	<b>850,300</b>	<b>72%</b>	<b>1,845,000</b>
072-365-0000-4820 DEPRECIATION EXPENSE	159,220	231,328	234,728	250,000	-	0%	250,000
<b>Depreciation Expense</b>	<b>159,220</b>	<b>231,328</b>	<b>234,728</b>	<b>250,000</b>	<b>-</b>	<b>0%</b>	<b>250,000</b>
072-365-0765-4932 HVAC SYSTEM FOR PD FACILITY	-	28,321	-	-	-	0%	-
<b>Transfers</b>	<b>-</b>	<b>28,321</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>1,089,151</b>	<b>1,100,735</b>	<b>964,974</b>	<b>1,424,287</b>	<b>850,300</b>	<b>60%</b>	<b>2,595,000</b>

**CITY OF SAN FERNANDO  
ENTERPRISE FUNDS  
SUMMARY OF REVENUES AND APPROPRIATIONS  
FISCAL YEAR 2024-2025**

**Fund: Refuse Fund**

		Beginning Balance:			43,120				43,120
REVENUE	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
3500-0000	INTEREST INCOME	511	1,533	862	-	-	0%	-	
3508-0000	NET INCR/DECR FAIR VAL INVEST.	(510)	(8,143)	(522)	-	2,628	0%	-	
3682-0350	BEV CNTNR & LTTR REDUCTION	114	-	(6,530)	-	-	0%	-	
3755-0000	REFUSE COLLECTION FEES	-	-	-	-	-	0%	-	
3760-0000	RECYCLING PROGRAM FEES	-	-	-	-	-	0%	-	
3820-0000	DELINQUENT PENALTIES	-	-	-	-	-	0%	-	
3901-0000	MISCELLANEOUS REVENUE	-	-	-	-	-	0%	-	
3956-0000	LIQUIDATED DAMAGES	-	-	-	-	-	0%	-	
3970-0000	TRANS FROM GENERAL FUND	-	-	-	-	-	0%	-	
3978-0000	TRANS FROM RETIREMENT TAX FUND	-	-	-	-	-	0%	-	
<b>Total Revenue</b>		<b>115</b>	<b>(6,609)</b>	<b>(6,190)</b>	<b>-</b>	<b>2,628</b>	<b>0%</b>	<b>-</b>	
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
073-350	REFUSE	5,960	3,403	3,482	-	487	0%	38,000	
<b>Total Appropriations</b>		<b>5,960</b>	<b>3,403</b>	<b>3,482</b>	<b>-</b>	<b>487</b>	<b>0%</b>	<b>38,000</b>	
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(5,845)</b>	<b>(10,013)</b>	<b>(9,672)</b>	<b>-</b>	<b>2,141</b>	<b>0%</b>	<b>(38,000)</b>	
<b>Ending Balance:</b>					<b>43,120</b>				<b>5,120</b>

**Dept: Public Works/Refuse Fund**

**Div: Refuse**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
073-180-0000-4124 RETIREMENT	-	-	-	-	-	0%	-
073-180-0000-4127 RETIRED EMP. HEALTH INS.	689	773	962	-	487	0%	-
073-350-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>689</b>	<b>773</b>	<b>962</b>	<b>-</b>	<b>487</b>	<b>0%</b>	<b>-</b>
073-350-0000-4260 CONTRACTUAL SERVICES	-	-	-	-	-	0%	38,000
073-350-0000-4455 BAD DEBTS EXPENSE	2,642	-	-	-	-	0%	-
<b>Operations &amp; Maintenance Costs</b>	<b>2,642</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>38,000</b>
073-350-0000-4820 DEPRECIATION EXPENSE	2,630	2,630	2,520	-	-	0%	-
<b>Depreciation Expense</b>	<b>2,630</b>	<b>2,630</b>	<b>2,520</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>5,960</b>	<b>3,403</b>	<b>3,482</b>	<b>-</b>	<b>487</b>	<b>0%</b>	<b>38,000</b>

**CITY OF SAN FERNANDO  
ENTERPRISE FUNDS  
SUMMARY OF REVENUES AND APPROPRIATIONS  
FISCAL YEAR 2024-2025**

**Fund: Compressed Natural Gas Fund**

		Beginning Balance:			104,168		159,742	
REVENUE	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	1,980	1,533	2,328	-	-	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVEST.	(1,215)	(8,143)	780	-	6,317	0%	-
3735-3661	CNG FUELING STATION	135,162	130,516	448,230	169,000	176,521	104%	200,000
3907-0000	REFUND OF EXCISE TAXES	5,748	2,934	2,735	-	3,238	0%	2,750
3987-0000	TRANS FROM EQUIP REPL FUND	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>141,676</b>	<b>126,841</b>	<b>454,074</b>	<b>169,000</b>	<b>186,077</b>	<b>110%</b>	<b>202,750</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
074-320	CNG VEHICLE MAINTENANCE	95,616	164,488	496,034	113,426	105,438	93%	152,532
<b>Total Appropriations</b>		<b>95,616</b>	<b>164,488</b>	<b>496,034</b>	<b>113,426</b>	<b>105,438</b>	<b>93%</b>	<b>152,532</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>46,061</b>	<b>(37,647)</b>	<b>(41,961)</b>	<b>55,574</b>	<b>80,639</b>	<b>145%</b>	<b>50,218</b>
		<b>Ending Balance:</b>			<b>159,742</b>		<b>209,960</b>	

**COMPRESSED NATURAL GAS FUND**

**FUND NO. 74-320**

**DIVISION OVERVIEW**

The Compressed Natural Gas Fund is used to account for, track, and manage the operations of a publicly accessible CNG fueling station.

**MAJOR PROJECTS/PROGRAMS**

- Regular Maintenance and Compliance programs related to the operation of the CNG fueling station by City Mechanic.

**Dept: Public Works/Compressed Natural Gas**  
**Div: Vehicle Maintenance**

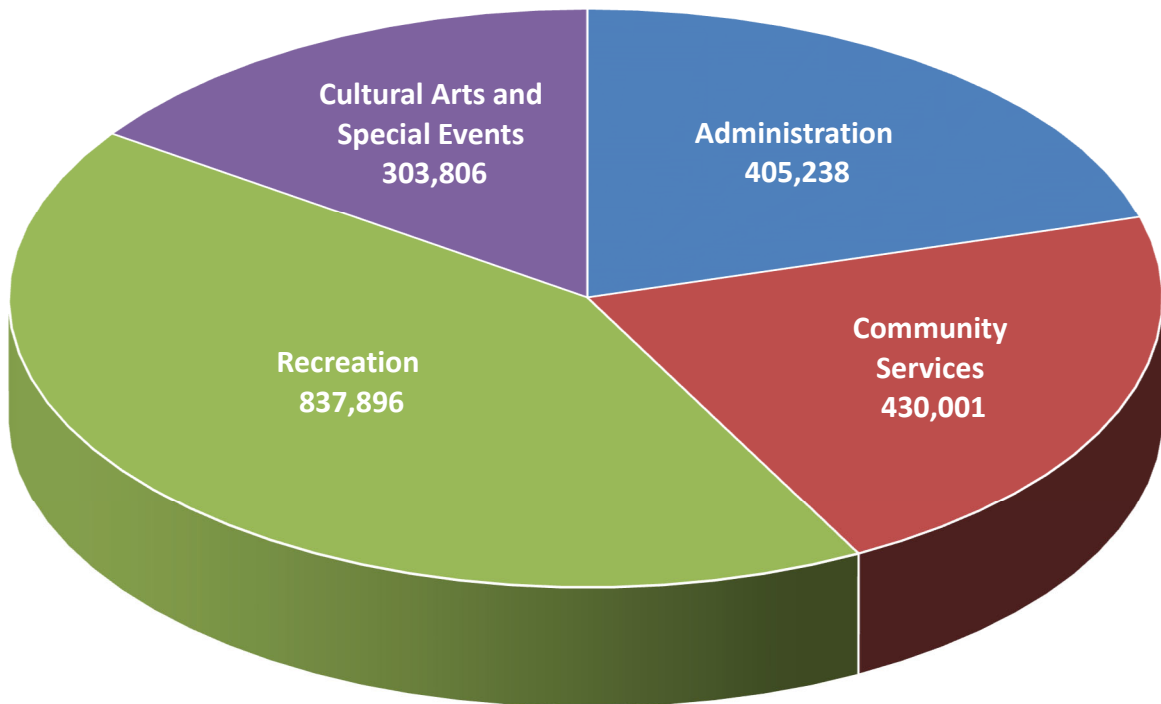
Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
074-320-0000-4101 SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	0%	7,907
074-320-0000-4120 O.A.S.D.I.	-	-	-	-	-	0%	605
074-320-0000-4124 RETIREMENT	-	-	-	-	-	0%	2,001
074-320-0000-4126 HEALTH INSURANCE	-	-	-	-	-	0%	3,103
074-320-0000-4128 DENTAL INSURANCE	-	-	-	-	-	0%	97
074-320-0000-4130 WORKERS COMPENSATION INS.	-	-	-	-	-	0%	791
074-320-0000-4136 OPTICAL INSURANCE	-	-	-	-	-	0%	33
074-320-0000-4138 LIFE INSURANCE	-	-	3	-	-	0%	9
<b>Personnel Costs</b>	-	-	<b>3</b>	-	-	<b>0%</b>	<b>14,546</b>
074-320-0000-4210 UTILITIES	11,166	52,353	78,619	18,000	25,669	143%	75,000
074-320-0000-4220 TELEPHONE	629	635	640	700	281	40%	700
074-320-0000-4260 CONTRACTUAL SERVICES	5,071	7,477	5,302	27,500	12,499	45%	27,500
074-320-0000-4300 DEPARTMENT SUPPLIES	69	1,368	990	1,000	762	76%	2,300
074-320-0000-4400 VEHICLE OPERATION & MAINT.	3,428	4,482	2,757	5,000	2,339	47%	6,700
074-320-0000-4402 FUEL	48,882	73,244	350,431	40,000	52,368	131%	-
074-320-0000-4435 BANK CHARGES	7,166	7,070	17,130	10,000	6,380	64%	10,000
074-320-0000-4457 EXCISE TAX RETURN	15,540	14,199	38,013	10,000	4,528	45%	-
074-320-0000-4480 COST ALLOCATION	3,665	3,660	-	-	-	0%	13,863
<b>Operations &amp; Maintenance Costs</b>	<b>95,616</b>	<b>164,488</b>	<b>493,883</b>	<b>112,200</b>	<b>104,825</b>	<b>93%</b>	<b>136,063</b>
074-320-0000-4706 LIABILITY CHARGE	-	-	888	-	-	0%	684
074-320-0000-4743 FACILITY MAINTENANCE CHARGE	-	-	1,260	1,226	613	50%	1,239
<b>Internal Service Charges</b>	-	-	<b>2,148</b>	<b>1,226</b>	<b>613</b>	<b>50%</b>	<b>1,923</b>
<b>Division Total</b>	<b>95,616</b>	<b>164,488</b>	<b>496,034</b>	<b>113,426</b>	<b>105,438</b>	<b>93%</b>	<b>152,532</b>

NOTE: This Fund was created in FY 2017-2018. Refer to Fund 041 under Internal Service Funds for prior years.

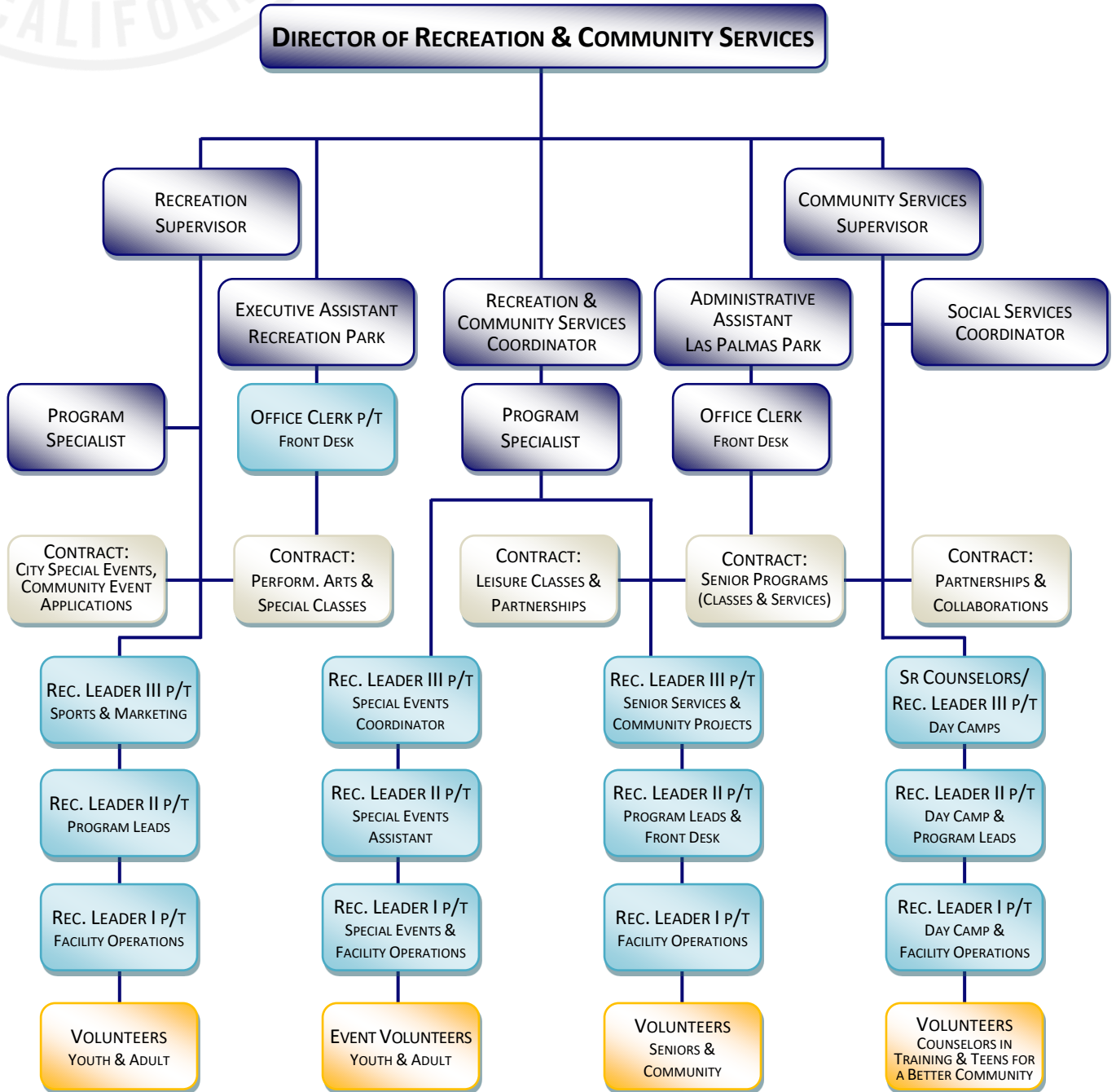


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# RECREATION & COMMUNITY SERVICES DEPARTMENT



**ORGANIZATIONAL CHART**  
**RECREATION & COMMUNITY SERVICES DEPARTMENT**  
**FISCAL YEAR 2024-2025**



CONTRACT
FULL-TIME
PART-TIME\*  
(Seasonal)
VOLUNTEER



### MISSION STATEMENT

The mission of the Recreation and Community Services (RCS) Department is to develop and implement enriching community, cultural, recreational, and wellness opportunities that foster the overall well-being, personal development, and quality of life of our community. RCS creates programming and collaborations that meets the changing needs of our community and that will continue to make the City of San Fernando a safe and fun place to work, raise a family and succeed in school.

### DEPARTMENT OVERVIEW

The Recreation and Community Services Department is comprised of four (4) divisions, which include Administration, Community Services, Recreation, and Cultural Arts/Special Events. Collectively, the Department offers a wide range of experiences to individuals and families in the City of San Fernando while promoting health, wellness and creating a sense of community. Department programming includes the overall coordination for the utilization of all recreation facilities, equipment and staff for youth and adult activities.

Annually, an estimated 250,000 individuals participate in the organized programs facilitated by the Department, and an additional 200,000 people visit park facilities for non-organized activities. Combined, park patrons are approximately 450,000 per year.

### ACCOMPLISHMENTS FOR FY 2024-2025

1. Pioneer Park Playground Renovation Project was approved by City Council at the February 5, 2024 meeting. The Department successfully completed the renovation of the Pioneer Park Playground. The project included the installation of new, ADA accessible play equipment, musical instrument elements, new flooring, a fitness station and ample shade sail coverage over the playground area. Staff gathered resident input through community meetings held at Pioneer Park, on the physical playground, and during a Park, Wellness and Recreation Commission meeting to ensure the public had many opportunities to share their vision for the renovation project. (Strategic Goal I.2 & I.5)
2. The Department completed the design phase of the Las Palmas Revitalization Project. City Council awarded the designed contract to the RJM Design Group Inc. on their meeting of January 03, 2023. The final design incorporates the feedback contributed by the community engagement effort during special input meetings held on March 29, April 27 and May 31, 2023. The Las Palmas project is a complete transformation of the park. It renovates the major park amenities like baseball diamonds, fields, lighting, parking lot, and basketball courts. It will add a splash pad, new field lighting, and parking lot improvements. (Strategic Goal I.2 & I.5)
3. The Department developed the San Fernando Park Opportunity Plan identify potential land for new park facilities. The process includes community needs assessments survey, focus groups and stakeholders' meetings. The Study will update the 2018 Park and Recreation Master Plan by listing



### ACCOMPLISHMENTS FOR FY 2024-2025

the available land that could be used for new a park facility. The Study also identifies funding sources like grants that may fund a future project. The study lays down the foundation for developing new park space and recreational programming for the next five (5) years. (Strategic Goal I.5)

4. On October 2023, RCS hired a Social Service Coordinator to collaborate with Community Based Organizations and establish a Social Services Focal Point for the San Fernando community. The Focal Point will include but is not limited to Legal Services, Housing Rights Information, Immigration Services, Health Care Education Nutrition and Exercise Services, Public Transportation Information, Home Modifications, Family Caregiver Services, and Volunteer Opportunities. This new position will focus on all of the services mentioned with an emphasis on food security and financial literacy during the first year. (Strategic Goal I.2 & I.5)
5. The Department successfully implemented a variety of activities and hosted special tour nights at the Lopez Adobe, which resulted in increased visitation to the historic site and aligned the tour dates with the San Fernando Outdoor Market in the Downtown Mall to increase exposure. Monthly activities included April Earth Day, May Mental Health Awareness and Meditation, June Pride Concert, July Independence Nachos and Tours, August City's Birthday Celebration, September OktoberFiesta Concert, October Candle Tours and December Santa's Village. (Strategic Goal I.5)
6. The Department developed additional programming for adults and inclusive programming for all ages by reinstating the Adult Basketball League, Coed Softball League and Volleyball open gym. Also, added Pickleball open gym for the general public and hosted holiday themed tournaments. In the process of re-establishing a partnership with a community based organization, Build Ability, to offer access to all-abilities programming. This year, we added Pickleball to our park programming, offering a morning session targeted at Seniors as well as an evening session targeting the general population. People of all abilities have participated, averaging around 10 per session. (Strategic Goal I.5)
7. The Department was not able to complete the objective due to lack of staffing and training. Supervisors had to backfilled programming positions in addition to managing their expected responsibilities which led to prioritization of assignments with a much higher need. As the department continues to grow, managing staff will be able to focus on development of the part-time workforce in the areas of customer service, staff accountability, facility operations and program implementation.
8. The Department will implement a second phase of the Tech Support program that will focus on providing youth homework assistance, access to computers, and a mentoring program. Adults



### ACCOMPLISHMENTS FOR FY 2024-2025

18 years and above will also have the opportunity to learn how to navigate new computer technology in workshops facilitated by existing partners and/or staff. (Strategic Goal I.5.6.)

9. Due to the City's infiltration project at Recreation Park, in 2023 the Summer Day Camp program had very limited use of the amenities at Recreation Park. Instead, the program participants were bused to Las Palmas for green space access and other activities. The summer lunch program was operated out of a sub-site at El Cariso Park. This year staff was informed that the County would no longer provide the Summer Lunch Program out of subsites instead providing it out of County libraries. (Strategic Goal I.5)
10. The Department continued to research and identify available funding sources to implement the recommendations identified in the Parks and Recreation Master Plan. Targeted funding sources include the State of California Prop. 68 Per Capita Grant, the County of Los Angeles Measure A grant programs, the National Endowment of the Arts Grant, and the California Arts Council Grant. On December 14, 2023 the Department applied for the Outdoor Equity Grant through the State of California Parks Department. (Strategic Goal I.5., IV.3b & VII.5)
11. In 2021, a Financial Literacy Program was recommended by the Community Development Block Grant (CDBG) Ad Hoc Committee as a component of the Water/Sewer Utility Assistance Program and approved by the City Council. Staff has since identified a program provider, New Economics for Women (NEW), and City Council approved expanding the program with additional class resources. Program dates are being established with an emphasis on budgeting and will initially target customers with outstanding water and/or sewer and trash bills. Workshops are being developed with classes in English and Spanish for the following dates: March 13, March 16, April 18, and May 4. The First time homebuyers workshops will be held on April 13, May 18, and June 15. (Strategic Goal I.5, I.6 & I.7)
12. The RCS Department received a \$70,000 grant from Los Angeles Education Partnership (LAEP) to provide Technology and Education workshops to the community. On the meeting of September 06, 2022 City council approved to receive funds for the grant through the Los Angeles Education Partnership and adopted a resolution appropriating the funds. The grant allowed for the City of San Fernando to purchase laptops and iPads for the participants to use as well as new furniture. Participants were also gifted with USB memory sticks and iPads for them to keep. (Strategic Goal I.5 & I.7)

### OBJECTIVES FOR FY 2024-2025

1. The Department will coordinate with Public Works to move the Las Palmas Revitalization Project forward. The Las Palmas project is a complete transformation of the park. It renovates the major



### OBJECTIVES FOR FY 2024-2025

park amenities like baseball diamonds, fields, lighting, parking lot, and basketball courts. It will add a splash pad, new field lighting, and parking lot improvements. (Strategic Goal I.2, I.5, VI.2 & VII.5)

2. The Department will continue to create and maintain partnerships and collaborations that will bring resources to our City that directly address food security for our whole community. These collaborations will create city wide food distributions and a location at one of our parks where our community can have access to emergency food when needed. (Strategic Goal I.5)
3. Strengthen the collaborative relationship with Los Angeles County Parks and Recreation currently operating The San Fernando Regional pool. Create partnership opportunities to collaborate on program marketing and staff development. (Strategic Goal I.5)
4. The Department will evaluate the current policy and procedures for the part-time workforce and create a staff management and development plan with a strong focus on external and internal customer service, department cross training and staff development. Staff will make training opportunities available to our workforce through collaborations or contracted services to enhance the work performance of part-time employees. (Strategic Goal I.1 & I.5)
5. The Department will implement a second phase of the Tech Support program that will focus on providing youth homework assistance, access to computers, and a mentoring program. 30 Adults 18 years and above will also have the opportunity to learn how to navigate new computer technology in workshops facilitated by existing partners and/or staff. Workshops for adults will focus on introductory courses such as managing email accounts, managing finances on line and social media(Strategic Goal I.5 & I.6)
6. The Department will continue to research and identify available funding sources to implement the recommendations identified in the Parks and Recreation Master Plan. Possible funding sources include the State of California Prop. 68 Per Capita Grant, the County of Los Angeles Measure A grant programs, the National Endowment of the Arts Grant, and the California Arts Council Grant (Strategic Goal I.5, IV.3b & VII.5)

#### **Proposed Enhancement to Services:**

1. Fully fund all City wide special events for their true cost: \$50,000 – Ongoing (Strategic Goal I.5)  
This will help get closer to funding the true costs of City wide special events. City wide special events are truly enjoyed by members of our San Feranndo Community of all ages. It brings families together to celebrate multiple occasions throughout the year in a safe, fun and engaging atmosphere. It connects services to residents, staff to clients and creates community.



**OBJECTIVES FOR FY 2024-2025**

2. CPRS Membership & Conference for two RCS fulltime staff: \$3,000 – Ongoing (Strategic Goal I.1 & I.5)  
This will be part of keeping two of our fulltime staff up to date on best practices, trainings, workshops and the most recent trends in our industry by having them be connected to other business professionals and also attend the annual California Parks and Recreation Society annual conference.
  
3. BCRC operations and programs supplies: \$3,000 - Ongoing (Strategic Goal I.1 & I.7)  
This will equip the Business & Community Resource Center staff with basic office needs to make sure the service delivery runs uninterrupted.
  
4. Ice machine for Recreation Park to be utilized for events and programs: \$2,500 - One-Time (Strategic Goal I.5)  
This will help both community centers and all activities that require this item in bulk, including special events, senior club dances and meetings, contract classes and youth and adult sports.
  
5. Las Palmas Staff Professional Development (senior forums and wilderness trainings): \$1,000 - Ongoing (Strategic Goal I.5)  
This will help staff with access to training that will be used to put together more effective senior programming and workshops that address present day issues affecting our senior community. It will also help staff with trainings that will allow them to administer programming to meet requirements for grant outdoor activities.

**PERFORMANCE MEASURES**

<b>ADMINISTRATION DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. No. of Online vs Counter Registration*	882 / 726	566 / 431	1,640 / 2,875	1,700 / 3,000	1,785/3,150
B. No. of Program Hours*	627	755	6,234	6,550	6870
C. No. of Recreation Scholarships Processed	0	0	187	190	200
D. No. of Facility Rental Applications Processed	1	55	467	480	500

\* Return to Pre-COVID Service Rate Levels





# RECREATION & COMMUNITY SERVICES DEPARTMENT

<b>COMMUNITY SERVICES DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. No. of Senior Meals Served *	0	0	2,133	2,200	2,310
B. No. of Educational & Wellness Seminars Offered through Partnerships w/Community-Based Organizations	18	36	42	42	44
C. No. of Participants In Social Activities	707	795	3,207	3,300	3,465
D. No. of Participants in Summer Camp Programs	N/A	N/A	234	264	280

\* Return to Pre-COVID Service Rate Levels

<b>SPECIAL EVENTS DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. No. of City-Sponsored Events Hosted	6	12	14	14	15
B. No. of Non-City Special Events Applications Processed	0	4	15	20	21
C. No. of Visitors at Casa de Lopez Adobe	0	70	72	140	147

<b>RECREATION DIVISION</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimated</b>	<b>2025 Proposed</b>
A. No. of Youth Leagues	0	2	2	3	3
Total Youth Participants	0	296	497	619	650
B. No. of Youth Programs/Activities	0	4	4	5	6
Total Youth Participants	0	705	426	538	564
C. No. of Adult Leagues	0	1	1	4	4
Total Adult Team Participants	0	7	8	20	22
D. No. of Leisure/Contract Classes	0	10	11	12	13
Total Participants	0	634	1,826	2,000	2,100
Holiday Class Pass Participation	0	19	38	45	47

## FUNDING SUMMARY FOR FY 2024-2025

### SOURCES:

<b>RECREATION &amp; COMM SVCS</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Adjusted</b>	<b>2025 Proposed</b>
General Revenue	1,254,370	1,327,875	1,581,096	1,832,529	1,901,941
Facility Rental	1,319	30,594	75,000	30,500	75,000
<b>TOTAL FUNDING SOURCES</b>	<b>1,255,689</b>	<b>1,358,469</b>	<b>1,656,096</b>	<b>1,863,029</b>	<b>1,976,941</b>



**RECREATION & COMMUNITY SERVICES DEPARTMENT**

**USES:**

		2021	2022	2023	2024	2025
<b>RECREATION &amp; COMM SVCS</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
01-420	Administration	723,152	534,805	481,047	390,461	405,238
01-422	Community Services	113,196	117,395	235,015	319,482	430,001
01-423	Recreation	354,470	523,929	718,698	732,798	837,896
01-424	Special Events	64,871	182,341	221,336	420,288	303,806
<b>TOTAL FUNDING USES</b>		<b>1,255,689</b>	<b>1,358,469</b>	<b>1,656,096</b>	<b>1,863,029</b>	<b>1,976,941</b>

**PERSONNEL:**

		2021	2022	2023	2024	2025
<b>RECREATION &amp; COMM SVCS</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
	Director of Recreation & Comm Svcs.	1.00	1.00	1.00	1.00	1.00
	Office Specialist	2.00	0.00	0.00	0.00	0.00
	Administrative Assistant	0.00	1.00	1.00	1.00	1.00
	Executive Assistant	0.00	1.00	1.00	1.00	1.00
	Rec. & Comm Services Supervisor	1.00	1.00	2.00	2.00	2.00
	Cultural Arts Supervisor	1.00	0.00	0.00	0.00	0.00
	Rec & Comm Services Coordinator	0.00	1.00	1.00	1.00	1.00
	Social Services Coordinator	0.00	0.00	1.00	1.00	1.00
	Recreation Supervisor	1.00	1.00	0.00	0.00	0.00
	Program Specialist	1.75	1.00	2.00	2.00	2.00
	Office Clerk	0.00	0.00	0.00	1.00	1.00
	Management Intern (FTE)	0.00	0.46	0.46	0.46	0.46
	Office Clerk (FTE)	0.00	0.48	0.96	0.46	0.46
	Sr Day Camp/After School Counselor (FTE)	2.53	2.53	2.53	2.53	2.53
	Day Camp/After School Counselor (FTE)	7.00	7.00	7.00	7.00	7.00
	Recreation Leader I (FTE)	4.10	4.10	4.10	4.10	4.10
	Recreation Leader II (FTE)	1.00	1.00	1.00	1.00	1.00
	Recreation Leader III (FTE)	1.28	1.28	1.28	1.28	1.28
<b>TOTAL REC &amp; COMM SVCS PESONNEL</b>		<b>23.96</b>	<b>23.85</b>	<b>26.33</b>	<b>26.83</b>	<b>26.83</b>



### RECREATION & COMMUNITY SERVICES - ADMINISTRATION

DIVISION No. 420

#### DIVISION OVERVIEW

The Recreation and Community Services (RCS) Administration Division is responsible for the overall management and day-to-day operations of the RCS Department. The administrative duties and responsibilities of the Division include management and supervision of all programming, services, and activities provided by the Recreation Division, the Community Services Division, and the Cultural Arts /Special Events Division. RCS provides guidance, training, and marketing strategies for other departments to ensure quality programs and services are provided to the San Fernando community with the goal of helping San Fernando residents grow and develop in their leisure pursuits while conserving our natural resources.

The Division is responsible for administering all Department contracts with non-government organizations, faith-based groups, and non-profit agencies. The Division also oversees all grant funds the Department has been awarded. The Division will continue to pursue grant funding, partnerships, and collaborations to leverage City resources and enhance the programs, services, and activities offered to the community.

The Division processes rental and special event permit applications and manages the use of both public and private land. RCS staff ensures that all documents such as certificates of liability insurance, health permits, and LAFD approval have been included in the final rental or special event permit. The Division handles all financial matters associated with the Department's programs, activities, and services. San Fernando's RCS is committed to providing the highest standard of excellence in public service through our programs, services, events, and interactions with the community. RCS strives to create a sense of community, support economic development, promote health and wellness, increase cultural awareness and facilitate solutions to community needs.

**Dept: Recreation & Community Services**  
**Div: Recreation Administration**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-420-0000-4101 SALARIES-PERMANENT EMPLOYEES	321,738	275,962	258,109	196,805	127,851	65%	199,533
001-420-0000-4105 OVERTIME	1,420	1,935	3,775		564	0%	-
001-420-0000-4111 COMMISSIONER'S REIMBURSEMENT	3,525	1,500	4,875	12,000	1,800	15%	12,000
001-420-0000-4120 O.A.S.D.I.	24,306	20,726	19,479	14,365	9,536	66%	15,510
001-420-0000-4126 HEALTH INSURANCE	72,916	65,276	57,289	47,592	17,733	37%	50,476
001-420-0000-4128 DENTAL INSURANCE	6,118	6,151	4,790	2,031	1,415	70%	1,578
001-420-0000-4129 RETIREE HEALTH SAVINGS	2,105	1,132	886	900	450	50%	-
001-420-0000-4130 WORKER'S COMPENSATION INS.	5,023	4,306	4,055	2,967	1,904	64%	8,815
001-420-0000-4134 LONG TERM DISABILITY INSURANCE	1,068	1,118	916	937	470	50%	1,066
001-420-0000-4136 OPTICAL INSURANCE	1,117	975	870	366	328	90%	526
001-420-0000-4138 LIFE INSURANCE	351	266	253	156	71	46%	153
001-420-0000-4140 WELLNESS BENEFIT	600	448	505	600	-	0%	750
001-420-0000-4141 TECHNOLOGY ALLOWANCE	-	-	-	-	-	0%	1,500
001-420-0000-4142 AUTOMOBILE ALLOWANCE	-	-	-	-	-	0%	4,800
<b>Personnel Costs</b>	<b>451,213</b>	<b>384,829</b>	<b>355,801</b>	<b>278,719</b>	<b>162,122</b>	<b>58%</b>	<b>296,707</b>
001-420-0000-4220 TELEPHONE	16,525	17,136	15,984	19,000	8,138	43%	19,000
001-420-0000-4260 CONTRACTUAL SERVICES	9,256	8,985	15,711	23,660	15,590	66%	17,700
001-420-0000-4300 DEPARTMENT SUPPLIES	7,112	9,466	14,267	10,210	3,155	31%	15,210
001-420-0000-4320 DEPARTMENT EQUIPMENT MAINT	-	-	-	-	-	0%	600
001-420-0000-4360 PERSONNEL TRAINING	-	120	381	-	-	0%	390
001-420-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	170	300	560	340	61%	560
001-420-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	335	-	270	270	100	37%	340
001-420-0000-4390 MILEAGE REIMBURSEMENT	3,707	4,160	3,147	4,917	1,860	38%	4,817
001-420-3689-4300 DEPARTMENT SUPPLIES	-	566	-	-	-	0%	-
001-420-0000-4450 OTHER EXPENSE	-	-	822	1,500	-	0%	1,500
<b>Operations &amp; Maintenance Costs</b>	<b>36,936</b>	<b>40,603</b>	<b>50,883</b>	<b>60,117</b>	<b>29,183</b>	<b>49%</b>	<b>60,117</b>
001-420-0000-4706 LIABILITY CHARGE	-	24,564	25,116	22,384	11,192	50%	16,175
001-420-0320-4741 EQUIP MAINT CHARGE	18,551	9,336	15,300	8,398	4,200	50%	7,418
001-420-0000-4743 FACILITY MAINTENANCE CHARGE	60,473	50,472	33,948	20,843	10,422	50%	21,071
<b>Internal Service Charges</b>	<b>79,024</b>	<b>84,372</b>	<b>74,364</b>	<b>51,625</b>	<b>25,814</b>	<b>50%</b>	<b>48,414</b>
001-420-0000-4500 CAPITAL EQUIPMENT	155,979	-	-	-	-	0%	-
<b>Capital Costs</b>	<b>155,979</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
001-420-0000-4917 TRANSFER TO RECREATION FUND	-	25,000	-	-	-	0%	-
<b>Transfers</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Division Total</b>	<b>723,152</b>	<b>534,805</b>	<b>481,047</b>	<b>390,461</b>	<b>217,119</b>	<b>55.61%</b>	<b>405,238</b>



### COMMUNITY SERVICES

### DIVISION NO. 422

#### DIVISION OVERVIEW

The Community Services Division provides key administrative functions, supervision, and analysis for the social and recreational programs, services, and activities offered to the community. The Division is responsible for identifying potential funding sources and maintaining existing contracts like the agreement with the YWCA that manages the Elderly Nutrition Program. The staff ensures that these programs meet and comply with all City policies and procedures.

The Division also administers and supervises youth programming that promotes vocational training, skill-building, and mentoring for young people ages 5 to 19. The opportunities for youth participation include but are not limited to, the summer and winter day camps, the Teens for a Better Community Youth Leadership (TBC) program, the youth volunteer program, and the Counselor-In-Training (CIT) program.

In addition, the Division continues to strengthen and foster innovative collaborations between the City and the private/non-profit community. The staff has been successful in securing grant funds and partnerships to help offset the costs associated with events hosted by the Division. Such programs include the Senior Expo, the Mind, Body, and Soul Community Health Fair, and the Super Hero Action Movie Night. In addition, the Division has collaborated with the Los Angeles Food Bank to provide monthly care packages to low-income seniors.

The staff strives to provide wellness programming for all ages and offer the quality of life choices to the residents of San Fernando. The activities patrons can participate in include, but are not limited to, exercise classes, volunteerism, and informational seminars. Moreover, residents can participate in senior clubs, excursions, and hiking outings.

**Dept: Recreation & Community Services**  
**Div: Community Services**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-422-0000-4101 SALARIES-PERMANENT EMPLOYEES	70,844	64,080	133,673	187,148	95,365	51%	259,657
001-422-0000-4103 WAGES-TEMPORARY & PART-TIME	-	-	-	-	-	0%	-
001-422-0000-4105 OVERTIME	-	5,833	9,352	-	3,619	0%	-
001-422-0000-4120 O.A.S.D.I.	5,420	5,348	10,941	14,047	7,572	54%	19,864
001-422-0000-4124 RETIREMENT	-	-	-	-	-	0%	-
001-422-0000-4126 HEALTH INSURANCE	8,005	8,338	17,693	37,093	15,198	41%	54,348
001-422-0000-4128 DENTAL INSURANCE	674	674	1,348	2,208	1,726	78%	1,699
001-422-0000-4129 RETIREE HEALTH SAVINGS	1,292	1,149	2,328	1,680	836	50%	2,880
001-422-0000-4130 WORKER'S COMPENSATION INS.	4,689	5,083	6,231	9,309	2,434	26%	11,939
001-422-0000-4136 OPTICAL INSURANCE	150	-	299	424	341	80%	567
001-422-0000-4138 LIFE INSURANCE	90	90	205	216	119	55%	306
001-422-0000-4140 WELLNESS BENEFIT	-	-	-	-	-	0%	-
001-422-3689-XXXX COVID-19 GLOBAL OUTBREAK	81	-	-	-	-	0%	-
<b>Personnel Costs</b>	<b>91,244</b>	<b>90,594</b>	<b>182,071</b>	<b>252,125</b>	<b>127,209</b>	<b>50%</b>	<b>351,260</b>
001-422-0000-4260 CONTRACTUAL SERVICES	69	89	2,747	6,200	4,152	67%	3,900
001-422-0000-4300 DEPARTMENT SUPPLIES	6,347	6,886	8,732	8,750	2,645	30%	10,050
001-422-0000-4360 PERSONNEL TRAINING	-	115	383	600	280	47%	1,600
001-422-0000-4370 MEETINGS, MEMBERSHIPS & TRAVEL	30	1,423	2,491	200	-	0%	200
001-422-0000-4380 SUBSCRIPTIONS DUES & MMBRSHIPS	-	119	119	1,700	-	0%	1,700
<b>Operations &amp; Maintenance Costs</b>	<b>6,446</b>	<b>8,632</b>	<b>14,472</b>	<b>17,450</b>	<b>7,077</b>	<b>41%</b>	<b>17,450</b>
001-422-0000-4706 LIABILITY CHARGE	-	5,220	13,332	20,481	10,241	50%	19,149
001-422-0000-4743 FACILITY MAINTENANCE CHARGE	15,506	12,948	25,140	29,426	14,713	50%	42,142
<b>Internal Service Charges</b>	<b>15,506</b>	<b>18,168</b>	<b>38,472</b>	<b>49,907</b>	<b>24,954</b>	<b>50%</b>	<b>61,291</b>
<b>Division Total</b>	<b>113,196</b>	<b>117,395</b>	<b>235,015</b>	<b>319,482</b>	<b>159,240</b>	<b>50%</b>	<b>430,001</b>



### RECREATION (FACILITY OPERATIONS & PLAYGROUNDS)

DIVISION NO. 423

#### DIVISION OVERVIEW

The Recreation Division is responsible for providing social, physical, and educational recreation programs that offer access to healthier lifestyles to persons of all ages. According to the National Recreation and Park Association, parks are a reflection of the quality of life in a community, and access to recreation services is an important factor in determining the livability of communities. In addition, recreation reduces alienation, loneliness, and anti-social behavior by providing access to community engagement opportunities.

The scope of responsibility under the Recreation Division includes youth and adult sports programs, recreation activities, leisure classes, contract classes, community wellness programs, management of partnerships with community-based organizations and oversight of capital park improvement projects and related grant management. The Division also manages the part-time workforce budget for the Department and is responsible for staff recruitment, training, scheduling, payroll, performance evaluation and oversees general facility operations. In addition, Recreation also assists with the Park, Wellness and Recreation Commission and various AdHoc committees as assigned.

Operations of the Recreation Division were enhanced with the addition of a fulltime Program Specialist. The full-time personnel significantly improved the operations of the division and helped expand recreation programming and address part-time workforce issues. Fiscal Year 2023-2024 also experienced the promotion of several part-time staff to the position of Recreation Leader II in the areas of Sports, Leisure Classes and Special Interest. Providing growth opportunity and professional development for the staff.

Fiscal Year 2024-2025 will continue to focus on expanding programming opportunities in addition to prioritizing part-time staff management and development. The objectives for Fiscal Year 2024-2025 help ensure that the division programming and services fall in line with City Council's Strategic Goal 1.5: Community First, exploring opportunities to expand recreation and sports programs, senior programs, and the Healthy San Fernando initiative.

**Dept: Recreation & Community Services**  
**Div: Recreation (Facility Operations & Playgrounds)**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-423-0000-4101 SALARIES-PERMANENT EMPLOYEES	82,071	114,637	116,717	135,407	93,582	69%	199,230
001-423-0000-4103 WAGES-TEMPORARY & PART-TIME	79,172	208,851	361,785	337,174	194,760	58%	333,959
001-423-0000-4105 OVERTIME	457	6,368	9,079	5,000	1,671	33%	-
001-423-0000-4120 O.A.S.D.I.	12,367	25,235	37,301	34,112	22,187	65%	39,676
001-423-0000-4124 RETIREMENT	-	-	-	-	-	0%	-
001-423-0000-4126 HEALTH INSURANCE	12,950	15,522	8,847	24,222	12,376	51%	52,179
001-423-0000-4128 DENTAL INSURANCE	1,306	632	674	674	320	48%	1,631
001-423-0000-4129 RETIREE HEALTH SAVINGS	-	1,133	925	-	2,460	0%	2,400
001-423-0000-4130 WORKER'S COMPENSATION INS.	12,185	20,443	41,189	18,284	25,227	138%	31,702
001-423-0000-4136 OPTICAL INSURANCE	257	257	150	150	125	83%	544
001-423-0000-4138 LIFE INSURANCE	1,424	1,210	947	2,588	449	17%	648
001-423-3689-XXXX COVID-19 GLOBAL OUTBREAK	22,090	45	-	-	-	0%	-
<b>Personnel Costs</b>	<b>224,278</b>	<b>394,332</b>	<b>577,613</b>	<b>557,611</b>	<b>353,157</b>	<b>63%</b>	<b>661,969</b>
001-423-0000-4260 CONTRACTUAL SERVICES	850	987	1,350	2,000	1,385	69%	3,500
001-423-0000-4270 PROFESSIONAL SERVICES	-	-	1,345	1,413	-	0%	1,243
001-423-0000-4300 DEPARTMENT SUPPLIES	4,442	5,129	5,118	7,500	5,109	68%	6,000
001-423-0000-4360 PERSONNEL TRAINING	-	-	-	1,000	-	0%	1,000
001-423-0000-4380 SUBSCRIPTIONS DUES & MEMBERSHIPS	-	265	-	260	-	0%	430
<b>Operations &amp; Maintenance Costs</b>	<b>5,292</b>	<b>6,381</b>	<b>7,812</b>	<b>12,173</b>	<b>6,493</b>	<b>53%</b>	<b>12,173</b>
001-423-0000-4706 LIABILITY CHARGE	-	18,972	28,668	42,860	21,430	50%	36,088
001-423-0000-4743 FACILITY MAINTENANCE CHARGE	124,899	104,244	104,604	120,154	60,077	50%	127,666
<b>Internal Service Charges</b>	<b>124,899</b>	<b>123,216</b>	<b>133,272</b>	<b>163,014</b>	<b>81,507</b>	<b>50%</b>	<b>163,754</b>
<b>Division Total</b>	<b>354,470</b>	<b>523,929</b>	<b>718,698</b>	<b>732,798</b>	<b>441,158</b>	<b>60%</b>	<b>837,896</b>





### CULTURAL ARTS & SPECIAL EVENTS

### DIVISION NO. 424

#### DIVISION OVERVIEW

The Cultural Arts and Special Events Division is responsible for conducting and oversight for citywide sponsored/non-sponsored special and cultural events for the Department. Examples include Movie Nights, Summer Concerts, Día de Los Muertos, Holiday Tree Lighting, Spring Jamboree, and the Healthy San Fernando Campaign. The Division oversees the nationally recognized Mariachi Master Apprentice Program, Cultural Arts Classes and Programming, Community Special Event Applications for events conducted on public/private property, and the Lopez Adobe Museum. Staff continues to strengthen and foster innovative partnerships between the arts and community agencies and is successful in securing grants and partnerships to help offset the cost of the Division and citywide events. In addition, the Division is overseeing the Facility Rental Program. This includes private party rentals of public property and park facilities such as multipurpose rooms, gyms, and fields.

The California Arts Council (CAC) Grant Program supports projects that foster the creative abilities of youth through culturally responsive arts learning, utilizing cultural assets of the local community to support positive self-identification, and empowering youth through the preservation of cultural practices. CAC supports projects that operate outside of school time, and at community and school sites. Long-term, in-depth, standards-based arts education projects underscore the critical role the arts play in students' development of creativity, overall well-being, and academic achievement through meaningful arts-learning environments. Funding supports the Mariachi Master Apprentice Program (MMAP) by supporting and encouraging relevant, dynamic, and innovative community building and learning through youth-focused arts and culture projects.

The National Endowment for the Arts supports the creation of art that meets the highest standards of excellence, engages the public with diverse and excellent art, lifelong learning in the arts, and strengthens communities through the arts, by prioritizing historically underserved populations. Funding supports the Mariachi Master Apprentice Program (MMAP) which connects music masters with community youth to preserve mariachi music traditions through quality music programs. MMAP focuses on multi-level instrument instruction, arrangement, and performance skills, and targets youth ages 8 to 19. MMAP incorporates the following elements: Experience: Participants experience exemplary works of art, in a live form when possible, to gain increased knowledge and skills in the art form. Creation: Informed by their experience in an art form, participants will create or perform art. Assessment: Student learning is measured and assessed according to the national or state arts education standards.

**Dept: Recreation & Community Services**  
**Div: Cultural Arts & Special Events**

Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
001-424-0000-4101 SALARIES-PERMANENT EMPLOYEES	15,287	82,042	62,344	168,252	74,334	44%	116,891
001-424-0000-4105 OVERTIME	-	6,480	3,399	-	5,721	0%	-
001-424-0000-4120 O.A.S.D.I.	1,170	6,772	5,029	12,810	6,124	48%	8,943
001-424-0000-4126 HEALTH INSURANCE	5,587	8,338	13,788	56,204	10,165	18%	19,384
001-424-0000-4128 DENTAL INSURANCE	674	674	1,264	404	1,006	249%	606
001-424-0000-4129 RETIREE HEALTH SAVINGS	-	-	-	1,920	953	50%	720
001-424-0000-4130 WORKER'S COMPENSATION INS.	1,111	6,436	4,779	12,174	5,820	48%	7,014
001-424-0000-4136 OPTICAL INSURANCE	150	150	215	-	152	0%	202
001-424-0000-4138 LIFE INSURANCE	38	90	76	90	101	112%	144
001-424-1367-4103 TREE LIGHTING	-	-	-	238	-	0%	-
<b>Personnel Costs</b>	<b>24,016</b>	<b>110,981</b>	<b>90,894</b>	<b>252,092</b>	<b>104,377</b>	<b>41%</b>	<b>153,904</b>
001-424-0000-4260 CONTRACTUAL SERVICES	3,974	24,636	81,191	83,680	85,736	102%	48,680
001-424-0000-4300 DEPARTMENT SUPPLIES	8,879	15,464	9,604	10,500	3,850	37%	9,000
001-424-0000-4430 ACTIVITIES AND PROGRAMS	12,496	12,000	12,768	17,659	7,303	41%	12,000
001-424-1386-4260 JULY FOURTH	-	-	7,704	-	-	0%	52,000
<b>Operations &amp; Maintenance Costs</b>	<b>25,350</b>	<b>52,100</b>	<b>111,266</b>	<b>111,839</b>	<b>96,888</b>	<b>87%</b>	<b>121,680</b>
001-424-0000-4500 CAPITAL EXPENSES	-	-	-	4,000	3,770	94%	-
<b>Capital Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>3,770</b>	<b>94%</b>	<b>-</b>
001-424-0000-4706 LIABILITY CHARGE	-	6,312	6,396	20,479	10,239	50%	8,390
001-424-0000-4743 FACILITY MAINTENANCE CHARGE	15,506	12,948	12,576	31,878	15,939	50%	19,832
<b>Internal Service Charges</b>	<b>15,506</b>	<b>19,260</b>	<b>18,972</b>	<b>52,357</b>	<b>26,178</b>	<b>50%</b>	<b>28,222</b>
<b>Division Total</b>	<b>64,871</b>	<b>182,341</b>	<b>221,133</b>	<b>420,288</b>	<b>231,214</b>	<b>55%</b>	<b>303,806</b>



**AQUATICS**

**DIVISION NO. 430**

**DIVISION OVERVIEW**

Operations of the San Fernando Regional Pool Facility are conducted by the County of Los Angeles as of October 2014, pursuant to a lease agreement. Consequently, the City owns the facility; however, the County of Los Angeles is responsible for all annual operating and capital costs during the fifteen (15) year term of the lease.

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**SECTION V.  
SPECIAL REVENUE,  
CAPITAL AND GRANT  
FUNDS**

**DESCRIPTION**

Special Revenue, Grant, and Capital Funds are designated for a specific purpose. Some of these funds have been designated by certain laws and regulations, which require cities to account for expenditures and revenues separately. The City also uses Capital and Grant Funds to account for capital projects and operating/capital grants separately. The following is a list of the Special Revenue, Capital, and Grant Funds included in this section:

<b><u>FUND NO.</u></b>	<b><u>FUND DESCRIPTION</u></b>
002	Supplemental Law Enforcement Services Fund (SLESF)
007	Proposition "A"
008	Proposition "C" – Transit Development Fund
009	Proposition "C" – Discretionary
010	Capital Grant Fund
011	State Gas Tax Fund
012	Measure "R" Fund
013	Traffic Safety Fund
014	Cash in-lieu of Parking Fund
015	Local Transportation Fund (SB 325)
016	Air Quality Management District Fund (AQMD)
017	Self-Sustaining Recreational Activities
018	Retirement Fund
019	Quimby Act Fees
020	Asset Seizure – State
021	Asset Seizure – Federal
022	Surface Transportation Program – Local (STPL)
023	Measure "W" Fund
024	Measure "M" Fund
025	Road Maintenance & Rehabilitation Fund (SB1)
026	Community Development Block Grant (CDBG)
027	Street Lighting Fund
028	Measure "H" Fund
029	Parking and Maintenance Operations (M & O) – Off Street
030	Mall Maintenance Operations
032	Capital Outlay Fund
050	Pavement Management Fund
053	Community Investment Fund
055	Community Development Surcharge Fund
094	Low Income Housing Fund
101	Safety Realignment Fund (AB109)
108	California Arts Council
109	National Endowment for the Arts (NEA)
110	Operating Grants
119	Community Oriented Policing Services (COPS) Safe Schools
121	American Rescue Plan Act Fund

**SUPPLEMENTAL LAW ENFORCEMENT  
FUNDS (SLESE)****FUND NO. 002****FUND OVERVIEW**

Per the provisions of AB 3229, the supplemental law enforcement services fund and the supplemental law enforcement oversight committee was created in 1996. The committee was created by the Los Angeles Board of Supervisors and consists of one Municipal Chief, an L.A County Sheriff, a District Attorney, County Officer and a City Manager.

In the past, Cities and Counties received 75% of these funds relative to population and exclusively to provide front line law enforcement services including anti-gang and community gang prevention programs. During the current fiscal year, the City will use funds for community policing activities and to supplement Police overtime.

**Fund: Supplemental Law Enforcement Services**  
**Resp. Dept: Finance**

		Beginning Fund Balance:		148,433	180,659	180,659	209,295		209,295
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
3500-0000	INTEREST INCOME	1,900	1,789	3,999	-	324	0%	-	
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(1,400)	(9,433)	(3,199)	-	11,720	0%	-	
3679-0000	COPS MORE	156,727	161,285	165,271	150,000	168,911	113%	150,000	
3679-2206	SLESF	-	-	-	-	-	0%	-	
<b>Total Revenue</b>		<b>157,226</b>	<b>153,640</b>	<b>166,071</b>	<b>150,000</b>	<b>180,955</b>	<b>121%</b>	<b>150,000</b>	
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed	
002-190-0000-4901	TRANSFER TO GENERAL FUND	125,000	125,004	150,000	150,000	75,000	50%	200,000	
	<i>Transfers</i>	125,000	125,004	150,000	150,000	75,000	50%	200,000	
<b>Total Appropriations</b>		<b>125,000</b>	<b>125,004</b>	<b>150,000</b>	<b>150,000</b>	<b>75,000</b>	<b>50%</b>	<b>200,000</b>	
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>32,226</b>	<b>28,636</b>	<b>16,071</b>	<b>-</b>	<b>105,955</b>		<b>(50,000)</b>	
<b>Ending Balance:</b>		<b>180,659</b>	<b>209,295</b>	<b>196,730</b>	<b>209,295</b>			<b>159,295</b>	



**PROPOSITION "A"****FUND NO. 007****FUND OVERVIEW**

This fund is to account for receipts and approved Local Transit Fund projects from a voter approved sales tax override for public transportation purposes. The one percent sales tax was approved by the voters in November 1980. Twenty-five percent of total revenues, net administrative costs, are to be returned to local jurisdictions for local transit related projects. Distribution is done on a population-share basis. Projects must be approved by Metropolitan Transit Authority (Metro) in advance of spending Proposition "A" funds.

**MAJOR PROJECTS/PROGRAMS****METRO ANNUAL PROJECTS BUDGET****PUBLIC WORKS:**

- Trolley Transit: PCA Transit Contract
- Trolley Transit: Professional Services
- Trolley Transit: Trolley Repairs
- Trolley Transit: Trolley Fuel
- Marketing Supplies, Tools, Equipment, Maintenance
- Prop "A" Administration
- Prop "A" Administration: Cost Allocation

**RECREATION & COMMUNITY SERVICES:**

- Contractual Services
- MTA Bus Pass Sale
- Prop "A" Administration

**Fund: Proposition A - Transit Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		71,817	83,762	255,623	350,244	369,898		
REVENUES		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3210-0000	SALES AND USE TAXES	501,353	636,553	650,651	679,724	316,756	47%	660,610
3500-0000	INTEREST INCOME	2,104	2,362	5,631	-	767	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(984)	(14,515)	(4,168)	-	17,661	0%	-
3794-0000	DIAL-A-RIDE TICKETS	-	2,416	4,166	2,500	414	17%	1,000
3794-3630	AQMD NATURAL GAS TROLLEYS	-	5,095	5,641	4,500	502	11%	-
3796-0000	MTA BUS PASS SUBSIDY	60	1,174	2,056	2,500	-	0%	500
<b>Total Revenue</b>		<b>502,533</b>	<b>633,085</b>	<b>663,977</b>	<b>689,224</b>	<b>336,100</b>	<b>49%</b>	<b>662,110</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
007-440-0000-4101	SALARIES-PERMANENT EMPLOYEES	6,870	3,375	43,817	45,235	29,159	64%	47,700
007-440-0000-4105	OVERTIME	68	97	33	-	30	0%	-
007-440-0000-4120	O.A.S.D.I.	530	265	3,169	3,260	2,137	66%	3,551
007-440-0000-4124	RETIREMENT	884	629	7,810	8,240	4,360	53%	8,282
007-440-0000-4126	HEALTH INSURANCE	1,389	969	6,708	8,528	2,840	33%	8,553
007-440-0000-4128	DENTAL INSURANCE	97	63	605	107	201	188%	268
007-440-0000-4129	RETIREE HEALTH SAVINGS	59	-	295	300	150	50%	-
007-440-0000-4130	WORKER'S COMPENSATION INS.	110	55	665	673	467	69%	2,674
007-440-0000-4134	LONG TERM DISABILITY INSURANCE	-	-	305	312	157	50%	356
007-440-0000-4136	OPTICAL INSURANCE	18	11	116	19	58	305%	90
007-440-0000-4138	LIFE INSURANCE	6	5	27	28	14	50%	27
007-440-0000-4140	WELLNESS BENEFIT REIMBURSEMENT	-	-	-	150	-	0%	-
<i>Personnel Costs</i>		<i>10,032</i>	<i>5,468</i>	<i>63,550</i>	<i>66,852</i>	<i>39,573</i>	<i>59%</i>	<i>71,501</i>
007-190-0000-4480	COST ALLOCATION	24,203	24,204	41,788	50,559	25,280	50%	62,398
007-313-0000-4260	CONTRACTUAL SERVICES	149,000	149,000	100,634	187,559	178,722	95%	184,711
007-313-3630-4402	FUEL	37,827	3,610	70,408	70,000	25,060	36%	50,000
007-440-0000-4390	MILEAGE REIMBURSEMENT	-	-	900	900	600	67%	500
007-440-0441-4220	TELEPHONE	1,763	1,681	1,040	1,700	497	29%	1,000
007-440-0441-4260	MTA BUS PASS SALES	120	1,992	4,448	2,000	-	0%	2,000
007-440-0442-4260	CONTRACTUAL SERVICES	267,643	270,000	270,000	270,000	-	0%	270,000
007-440-0443-4260	CONTRACTUAL SERVICES	-	5,268	16,588	20,000	2,942	15%	20,000
<i>Operations &amp; Maintenance Costs</i>		<i>480,556</i>	<i>455,755</i>	<i>505,806</i>	<i>602,718</i>	<i>233,101</i>	<i>39%</i>	<i>590,609</i>
<b>Total Appropriations</b>		<b>490,588</b>	<b>461,223</b>	<b>569,356</b>	<b>669,570</b>	<b>272,674</b>	<b>41%</b>	<b>662,110</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>11,946</b>	<b>171,861</b>	<b>94,621</b>	<b>19,654</b>	<b>63,426</b>		<b>0</b>
<b>Ending Balance:</b>		<b>83,762</b>	<b>255,623</b>	<b>350,244</b>	<b>369,898</b>			<b>369,899</b>

**PROPOSITION “C” – TRANSIT  
DEVELOPMENT FUND****FUND NO. 008****FUND OVERVIEW**

This fund accounts for receipt of a half-percent sales tax allocated by the Los Angeles County Metropolitan Transit Authority (MTA). These funds can only be used to reduce traffic congestion, improve air quality, improve the condition of streets and highways utilized by public transit, reduce foreign fuel dependence, or reduce the use of fossil fuels.

**MAJOR PROJECTS/PROGRAMS****CAPITAL PROJECTS:**

- Annual Street Resurfacing Projects
- Project Match – FTA Grant – Phase 2 Bus Project

**Fund: Proposition C - Transit Development Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		554,689	433,574	433,574	272,112		139,084	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3210-0000	SALES AND USE TAXES	415,854	528,007	539,697	563,814	262,864	47%	547,959
3500-0000	INTEREST INCOME	6,802	5,408	11,406	-	760	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(9,564)	(22,614)	(13,488)	-	33,072	0%	-
<b>Total Revenue</b>		<b>413,092</b>	<b>510,802</b>	<b>537,615</b>	<b>563,814</b>	<b>296,696</b>	<b>53%</b>	<b>547,959</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2023 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
008-311-0000-4101	SALARIES-PERMANENT EMPLOYEES	16,753	-	-	-	-	0%	-
008-311-0000-4103	WAGES-TEMPORARY & PART-TIME	-	-	-	-	-	0%	-
008-311-0000-4105	OVERTIME	-	-	-	-	-	0%	-
008-311-0000-4120	O.A.S.D.I.	1,280	-	-	-	-	0%	-
008-311-0000-4124	RETIREMENT	4,046	-	-	-	-	0%	-
008-311-0000-4126	HEALTH INSURANCE	5,980	-	-	-	-	0%	-
008-311-0000-4128	DENTAL INSURANCE	948	-	-	-	-	0%	-
008-311-0000-4130	WORKERS COMPENSATION INS.	2,380	-	-	-	-	0%	-
008-311-0000-4136	OPTICAL INSURANCE	125	-	-	-	-	0%	-
008-311-0000-4138	LIFE INSURANCE	28	-	1	-	-	0%	-
<i>Personnel Costs</i>		<i>31,540</i>	<i>-</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>0%</i>	<i>-</i>
008-190-0000-4480	COST ALLOCATION	26,556	26,556	13,886	16,138	8,069	50%	18,774
008-311-0000-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
008-313-0000-4260	CONTRACTUAL SERVICES	145,000	205,027	196,366	218,000	9,610	4%	224,540
<i>Operations &amp; Maintenance Costs</i>		<i>171,556</i>	<i>231,583</i>	<i>210,252</i>	<i>234,138</i>	<i>17,679</i>	<i>8%</i>	<i>243,314</i>
008-190-0000-4901	TRANSFER TO GENERAL FUND	-	-	-	-	-	0%	-
008-311-6673-4910	TRANSFER TO GRANT FUND	-	420,512	-	-	-	0%	-
<i>Transfers</i>		<i>-</i>	<i>420,512</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0%</i>	<i>-</i>
008-313-0551-4600	BUS SHELTER PROJECT: MATCH	-	-	-	62,704	-	0%	-
008-311-0560-4600	STREET RESURFACING PROGRAM	-	20,169	512,296	400,000	-	0%	350,000
008-311-0562-4600	TRAFFIC SIGNALS ON GLENOAKS HSIP CYCLE 8	-	-	-	-	-	0%	-
008-311-6673-4600	GLENOAKS RESURFACING PROJECT	331,111	-	-	-	-	0%	-
008-311-6676-4600	CALTRANS TCSP TRUMAN ST	-	-	-	-	-	0%	-
<i>Capital Projects</i>		<i>331,111</i>	<i>20,169</i>	<i>512,296</i>	<i>462,704</i>	<i>-</i>	<i>0%</i>	<i>350,000</i>
<b>Total Appropriations</b>		<b>534,207</b>	<b>672,264</b>	<b>722,549</b>	<b>696,842</b>	<b>17,679</b>	<b>3%</b>	<b>593,314</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(121,115)</b>	<b>(161,462)</b>	<b>(184,934)</b>	<b>(133,028)</b>	<b>279,017</b>		<b>(45,355)</b>
<b>Ending Balance:</b>		<b>433,574</b>	<b>272,112</b>	<b>350,244</b>	<b>139,084</b>			<b>93,729</b>

**PROPOSITION “C” – DISCRETIONARY****FUND NO. 009****FUND OVERVIEW**

This fund accounts for receipt of the discretionary portion (40%) of the half-cent sales tax allocated by the Los Angeles County Metropolitan Authority (Metro). These are typically awarded as grants through a competitive grant application to Metro.

**MAJOR PROJECTS/PROGRAMS****CAPITAL PROJECTS:**

Citywide Traffic Signal Synchronization Project

**Fund: Prop "C" - Discretionary**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		22,127	22,122	22,122	21,305			(754,071)
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	237	183	368	-	37	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(242)	(1,001)	(240)	-	1,126	0%	-
3686-0510	SIGNAL IMPROVEMENTS	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>(4)</b>	<b>(817)</b>	<b>128</b>	<b>-</b>	<b>1,163</b>	<b>0%</b>	<b>-</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Adjusted	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
009-190-0000-4901	TRANSFER TO GENERAL FUND	-	-	-	-	-	0%	-
<i>Transfers</i>		-	-	-	-	-	0%	-
009-371-0510-4600	SIGNAL IMPROVEMENTS	-	-	-	775,376	-	0%	-
<i>Capital Projects</i>		-	-	-	775,376	-	0%	-
<b>Total Appropriations</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>775,376</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(4)</b>	<b>(817)</b>	<b>128</b>	<b>(775,376)</b>	<b>1,163</b>		<b>-</b>
<b>Ending Balance:</b>		<b>22,122</b>	<b>21,305</b>	<b>22,250</b>	<b>(754,071)</b>			<b>(754,071)</b>

**CAPITAL GRANTS FUND****FUND NO. 010****FUND OVERVIEW**

This section provides a consolidated look at grants funds received from several different funding sources to fund construction projects as well as capital improvements. The processing of Federal and State level grant applications and reimbursements are managed by Public Works.

**MAJOR PROJECTS/PROGRAMS**

- FTA Grant: Phase 2 Bus Shelters Project
- MSRC Grant, ATP Cycle 3 Grant, CMAQ Grant, SMMC Grant: Pacoima Wash Bikeway Project
- Safe Routes to School Grant: (Cycles 1 & 2)
- HSIP Cycle 8 Grant: Traffic Signal Improvements
- Prop 1 Grant: SF Regional Park Infiltration System Project
- Measure W: SF Regional Park Infiltration System Project
- LADWP Grant: SF Regional Park Infiltration System Project
- CalOES Community Power Resiliency Grant Program: Parks Emergency Generator Project
- Department of Water Resources Grant: Upper Reservoir Replacement Project
- Santa Monica Mountains Conservancy: Bioswale portion of the Pacoima Wash Bikeway Project
- CNRA Urban Greening Grant: Carlisle Green Alley Project

**Fund: Capital Grants Fund**

**Resp. Dept: Various**

		Beginning Fund Balance:	(8,916,681)	(5,825,310)	(1,092,638)	(8,501,763)		(1,785,376)
REVENUES	Account Number & Title	2021	2022	2023	2024	As of	2024	2025
		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3500-0000	INTEREST INCOME	-	-	-	-	-	0%	-
3680-3698	PUBLIC SAFETY RADIOS/BODY CAMERAS (BSCC)	-	2,000,000	647,118	-	-	0%	-
3683-3709	LA COUNTY PROP A	102,002	22,737	-	-	-	0%	-
3686-0175	BUS SHELTERS	-	-	-	250,816	-	0%	-
3686-0525	ENHANCED MOBILITY SENIORS & ADA	-	-	-	750,000	-	0%	-
3686-0537	BOYS & GIRLS CLUB OF SFV	-	-	-	5,000,000	339,300	7%	-
3686-0510	SIGNAL IMPROVEMENTS	-	-	-	-	-	0%	-
3686-0549	PACOIMA WASH BIKEWAY CMAQ	-	-	38,830	1,039,532	170,026	16%	-
3686-0550	PACOIMA WASH BIKEWAY ATP CYCLE 3	-	-	39,221	395,417	395,417	100%	-
3686-0551	PACOIMA WASH BIKEWAY MSRC	-	-	-	-	-	0%	-
3686-0552	SAFE ROUTES TO SCHOOL CYCLE 1	324	-	500	-	-	0%	-
3686-0553	SAFE ROUTES TO SCHOOL CYCLE 2	324	-	500	1,000,174	-	0%	-
3686-0557	GLENOAKS SAFE ST IMPROV HSIP CYCLE	-	-	-	-	-	0%	-
3686-0560	STREET RESURFACING	-	-	-	-	-	0%	-
3686-0562	TRAFFIC SIGNALS GLENOAKS HSIP	-	-	-	453,176	-	0%	-
3686-0567	PACOIMA WASH CONNECT CA DEPT	-	-	-	7,500	7,500,000	100%	-
3686-0620	SF PARK INFILTRATION LACFCD	3,115,000	5,785,000	6,081,394	-	-	0%	-
3686-0628	SF SAFE & ACTIVE ST IMPLEMENTATION PLAN	-	127,696	-	-	-	0%	-
3686-0645	SF INFILTRATION SYST PROP1 IRWM PROG	-	-	-	-	-	0%	-
3686-0647	PACOIMA WASH GRNWY AUGMT-SMMC	-	-	-	2,153,296	-	0%	-
3686-0687	CALTRANS SUST. TRANSPRT PLANNING GRT	-	-	-	-	-	0%	-
3686-0716	UPPER RESERVOIR REPLACEMENT-DWR	257,716	-	340,100	8,301,861	-	0%	-
3686-0763	STORMWATER INFILTRATION PROJECT	96,343	2,309	-	-	-	0%	-
3686-0764	DWP STORMWTR INFILTRATION PROJ	-	-	-	2,863,807	-	0%	-
3686-0765	SELF GENERATION INCENTIVE PROGRAM	-	-	-	29,198	29,198	100%	-
3686-0823	VISTA DEL VALLE SAFETY IMPROVEMENTS	-	-	-	-	-	0%	-
3686-0847	CARLISLE GREEN ALLEY PROJ-UG2106-0	-	-	-	3,482,535	-	0%	-
3686-3636	SAFE ROUTES TO SCHOOL	-	-	-	-	-	0%	-
3686-3648	COM. POWER RESIL. PROGRAM	300,000	-	-	-	-	0%	-
3686-3665	PEDESTRAIN CT DWN SIGNALS HSIPL5202(017)	-	-	-	-	-	0%	-
3686-3697	CLEAN TRANS MSRC NO. ML 14062	-	-	-	-	-	0%	-
3686-3699	ELECTRICAL VEHICLES CHARGING STATIONS	-	-	-	-	-	0%	-
3686-6673	GLENOAKS RESURFACING PROJECT	904,817	-	-	-	-	0%	-
3686-6676	CALTRANS TCSP TRUMAN-ST. ENHANCEMENTS	-	-	-	-	-	0%	-
3686-6677	PLAINS ALL AMERICAN PIPELINE	-	-	-	-	-	0%	-
3696-3449	"911" SECURITY UPGRADE	-	-	-	66,817	-	0%	-
3696-3602	CPD DE-ESCALATION TRAINING SOLICIATION	-	-	-	53,669	53,669	100%	-
3696-3604	BULLETPROOF VEST 2016	-	-	-	-	-	0%	-
3696-3608	HAZARD MITIGATION PROGRAM	11,812	-	-	-	-	0%	-
3683-3709	COUNTY PROP. A GRANT-PARK IMP.	-	-	-	-	-	0%	-
3686-0620	SF PARK INFILTRATION-LACFCD	-	-	-	-	-	0%	-
3686-0763	STORMWATER INFILTRATION PRK PROJ	-	-	-	-	-	0%	-
3696-3449	9-1-1 EMERGENCY COMMUNICATIONS	-	27,000	-	-	-	0%	-
3696-3711	OPEN STREETS GRANT PROGRAM	-	137,925	-	-	-	0%	-
3968-0000	TRANSFER FROM PROP C FUND	-	420,512	-	-	-	0%	-
3686-0857	NITRATE REMOVAL SYSTEM-AB179	-	-	-	9,177,689	-	0%	-
3692-0156	L P PARK REVITALIZATION-SW-19-066	-	-	-	4,551,961	-	0%	-
3697-0516	TECHNICAL ASSISTANCE PROG (RPOSD)	-	-	-	-	-	0%	-
3697-0671	PIONEER PARK PLYGRD 2018 PARKS BOND ACT	-	-	-	-	-	0%	-
3697-3624	LAYNE PARK REVITALIZATION (RPOSD)	-	-	-	-	-	0%	-
3697-3643	PIONEER PARK PLYGRD GRT NO.10090	-	-	-	-	-	0%	-
3696-3662	UASI URBAN AREA SEC INITIRATIVE NO. C125603	-	-	-	-	-	0%	-
3696-3684	UASI 2015	-	-	-	-	-	0%	-
3696-3711	HEALTH SF OPEN STREETS EVENT	-	-	-	-	-	0%	-
3697-3669	CP-LAYNE PARK REVITALIZATION	-	109,573	474,884	699,620	-	0%	-
3940-3661	CNG FUELING STATION	-	-	-	-	-	0%	-
3961-0000	TRANSFER FROM GAS TAX FUND	-	-	-	-	-	0%	-
3970-0000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	0%	-
3979-0000	TRANSFER FROM PAVEMENT MGMT FUND	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>4,788,338</b>	<b>8,632,751</b>	<b>7,622,547</b>	<b>40,277,068</b>	<b>8,487,610</b>	<b>21%</b>	<b>-</b>



**Fund: Capital Grants Fund**

**Resp. Dept: Various**

APPROPRIATIONS	2021	2022	2023	2024	As of	2024	2025
Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
<b>City Manager's Office Grants</b>							0%
010-105-0537-4101 BOYS & GIRLS CLUB OF SFV				250,000			0%
010-105-0537-4260 BOYS & GIRLS CLUB OF SFV				1,250,000	339,300		27%
010-105-0537-4300 BOYS & GIRLS CLUB OF SFV				593,500			0%
010-105-0537-4600 BOYS & GIRLS CLUB OF SFV				2,906,500			0%
<i>Total City Manager's Office Grants</i>	-	-	-	<i>5,000,000</i>	<i>339,300</i>	<i>7%</i>	-
<b>Police Grants</b>							
010-220-3449-4370 9-1-1 EMERGENCY COMMUNICATIONS	-	-	-	-	-		0%
010-220-3449-4500 9-1-1 EMERGENCY COMMUNICATIONS	-	39,817	-	-	-		0%
010-220-3602-4370 CPD DE-ESCALATION TRAINING SOLICITATION	-	1,606	-	-	-		0%
010-220-3602-4500 CPD DE-ESCALATION TRAINING SOLICITATION	-	51,018	-	-	-		0%
010-220-3662-4500 UASI URBAN AREA SEC INITIATIVE	-	-	-	-	-		0%
010-225-3698-4405 PUBLIC SAFETY RADIOS/BODY CAMERAS (BSCC)	-	29,422	14,927	-	-		0%
010-225-3698-4500 PUBLIC SAFETY RADIOS/BODY CAMERAS (BSCC)	-	620,209	632,190	703,251	103,141		15%
<i>Total Police Grants</i>	-	<i>742,072</i>	<i>647,117</i>	<i>703,251</i>	<i>103,141</i>	<i>15%</i>	-
<b>Public Works Grants</b>							
010-310-0620-4600 SF PARK INFILTRATION-LACFCD	-	2,140,873	6,081,394	978,933	601,044		61%
010-310-0645-4600 SF INFILTR SYST PROP 1 IRWM PROG.	-	-	-	-	-		0%
010-310-0687-4270 CALTRANS SUST TRANSPRT PLANNING GRT	-	-	-	-	-		0%
010-310-0645-4600 SF INFILTR SYST PROP1 IRWM PROG	7,319	168,913	858,435	2,416	2,416		100%
010-310-0763-4600 STORMWATER INFILTRATION PRK PROP1	-	-	-	-	-		0%
010-310-0764-4600 DWP STORMWTR INFILTRATION PROJ	-	415,450	1,509,310	319,902	309,572		97%
010-310-0847-4260 CARLISLE GREEN ALLEY PROJ-UG2106-0	-	-	-	410,000	-		0%
010-310-0847-4600 CARLISLE GREEN ALLEY PROJ-UG2106-0	-	-	-	3,072,535	-		0%
010-310-3661-4600 CNG FUELING STATION	-	-	-	-	-		0%
010-311-0175-4600 BUS SHELTERS	-	-	-	250,816	-		0%
010-311-0525-4600 ENHANCED MOBILITY SENIORS & ADA	-	-	-	750,000	-		0%
010-311-0549-4600 PACOIMA WASH BIKEWAY CMAQ	-	-	494,149	1,018,851	276,873		27%
010-311-0550-4600 PACOIMA WASH BIKEWAY ATP CYCLE 3	-	-	559,906	413,094	219,964		53%
010-311-0551-4600 PACOIMA WASH BIKEWAY MSRC	324	-	320,155	33,845	-		0%
010-311-0552-4101 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	289	-	-		0%
010-311-0552-4120 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	22	-	-		0%
010-311-0552-4124 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	72	-	-		0%
010-311-0552-4130 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	21	-	-		0%
010-311-0552-4600 SAFE ROUTES TO SCHOOL CYCLE 1	324	-	-	993,720	-		0%
010-311-0553-4101 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	147	-	-		0%
010-311-0553-4120 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	11	-	-		0%
010-311-0553-4124 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	37	-	-		0%
010-311-0553-4130 SAFE ROUTES TO SCHOOL CYCLE 1	-	-	11	-	-		0%
010-311-0553-4600 SAFE ROUTES TO SCHOOL CYCLE 2	-	-	-	999,644	-		0%
010-311-0560-4600 STREET RESURFACING PROGRAM	-	-	-	-	-		0%
010-311-0562-4600 HSIP CYCLE 8 TRAFFIC SIGNAL IMPR H807046	-	-	-	1,549,176	-		0%
010-311-0567-4600 PACOIMA WASH CONNECT CA DE	61,654	-	115,299	7,384,701	173,217		2%
010-311-0628-4600 SF SAFE & ACTIVE ST IMPLEMENTATION PLAN	-	63,313	-	-	-		0%
010-311-0647-4600 PACOIMA WASH GRNWY AUGMT-SMMC	-	-	-	937,491	378,314		40%
010-311-6673-4101 GLENOAKS RESURFACING PROJECT	1,107,048	-	-	-	-		0%
010-311-6673-4600 GLENOAKS RESURFACING PROJECT	-	-	-	-	-		0%
010-311-6676-4270 CALTRANS TCSP TRUMAN ST. ENHANCEMENTS	1,480	-	-	-	-		0%
010-311-6677-4600 PLAINS ALL AMERICAN PIPELINE	-	-	-	-	-		0%
010-320-3697-4600 CLEAN TRANSP MSRC #ML14062	-	-	-	-	-		0%
010-335-3699-4600 ELECTRICAL VEHICLE CHARGING STATIONS	29,198	-	-	-	-		0%
010-370-0765-4600 SELF GENERATION INCENTIVE PROGRAM	-	-	-	-	-		0%
010-370-3648-4500 COMMUNITY POWER RESILIENCY PROG.	-	-	-	-	-		0%
010-371-0510-4600 SIGNAL IMPROVEMENTS	-	-	-	-	-		0%
010-384-0857-4600 NITRATE REMOVAL SYSTEM	-	-	1,972,016	1,277,984	942,122		74%
010-385-0857-4600 NITRATE REMOVAL SYSTEM	318,646	-	-	3,750,000	-		0%
010-385-0716-4600 UPPER RESERVOIR REPLACEMENT-DWR	-	113,953	1,228,868	2,984,057	2,516,719		84%
010-390-0765-4600 HVAC SYSTEM FOR PD FACILITY	-	-	-	583,950	-		0%
010-390-3648-4500 COMMUNITY POWER RESILIENCY PROG.	-	-	-	300,000	-		0%
<i>Total Public Works Grants</i>	<i>1,525,993</i>	<i>2,902,501</i>	<i>13,140,142</i>	<i>28,011,115</i>	<i>5,510,823</i>	<i>20%</i>	-

**Fund: Capital Grants Fund**

**Resp. Dept: Various**

APPROPRIATIONS (cont.) Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
<b>Recreation and Community Service Grants</b>							
010-420-0516-4600 TECHNICAL ASSISTANCE PROG (RPOSD)	-	-	-	185,000	10,617	6%	-
010-420-0671-4600 PIONEER PARK PLYGRD 2018 PARKS BOND ACT	-	-	-	192,905	-	0%	-
010-420-3669-4600 CP-LAYNE PARK REVITALIZATION	48,209	133,047	802,629	145,615	77,288	53%	-
010-420-3711-4260 HEALTHY SF OPEN ST EVENT	-	-	-	-	-	0%	-
010-422-3709-4600 LAS PALMAS PARK FACILITY IMPROVEMENTS	-	-	-	-	-	0%	-
010-420-3711-4105 OPEN STREETS GRANT PROGRAM	-	2,222	-	-	-	0%	-
010-420-3711-4120 OPEN STREETS GRANT PROGRAM	-	169	-	-	-	0%	-
010-420-3711-4129 OPEN STREETS GRANT PROGRAM	-	11	-	-	-	0%	-
010-420-3711-4130 OPEN STREETS GRANT PROGRAM	-	302	-	-	-	0%	-
010-420-3711-4260 OPEN STREETS GRANT PROGRAM	-	11,495	-	-	-	0%	-
010-420-3711-4600 OPEN STREETS GRANT PROGRAM	-	105,350	-	-	-	0%	-
010-422-0156-4600 L P PARK REVITALIZATION-SW-19-066	-	1,410	90,777	4,142,794	87,429	2%	-
010-422-3709-4600 CAPITAL PROJECTS	122,765	1,500	-	-	-	0%	-
010-423-3624-4600 LAYNE PARK REVITALIZATION (RPOSD)	-	-	351,007	-	-	0%	-
010-423-3643-4600 PIONEER PARK PLYGRD GRT NO.10090	-	-	-	180,001	7,574	4%	-
<i>Total Recreation and Community Service Grants</i>	<i>170,974</i>	<i>255,507</i>	<i>1,244,413</i>	<i>4,846,315</i>	<i>182,908</i>	<i>4%</i>	<i>-</i>
<b>Total Appropriations</b>	<b>1,696,967</b>	<b>3,900,080</b>	<b>15,031,672</b>	<b>33,560,681</b>	<b>5,796,872</b>	<b>17%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>	<b>3,091,371</b>	<b>4,732,672</b>	<b>(7,409,125)</b>	<b>6,716,387</b>	<b>2,690,738</b>		<b>-</b>
Ending Balance:	(5,825,310)	(1,092,638)	(8,501,763)	(1,785,376)			(1,785,376)

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**STATE GAS TAX FUND****FUND NO. 011****FUND OVERVIEW**

This fund is used to account for maintenance work and capital projects associated with impacts from motor vehicle travel in the City. It is also used for capital improvements requiring matching funds for Federal funding (TEA-3) eligibility. The use of these funds is restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. All Motor Vehicle Fuel Tax funds allocated from the Highway Users Tax Account must be expended for the following: (a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.

**MAJOR PROJECTS/PROGRAMS**

- Street sweeping contract
- Parkway tree trimming contract
- Street maintenance activities

**Fund: State Gas Tax Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		(62,391)	2,893	68,699	-			(18,008)
REVENUES		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3610-0000	GAS TAX ALLOCATION SECT 2105	128,421	136,825	134,614	155,178	60,942	39%	135,591
3611-0000	GAS TAX ALLOCATION SECT 2106	76,788	82,905	82,075	92,790	37,287	40%	80,439
3612-0000	GAS TAX ALLOCATION SECT 2107	173,775	163,498	183,457	186,389	84,640	45%	200,639
3613-0000	GAS TAX ALLOCATION SECTION 2103	168,174	195,115	192,734	234,336	103,519	44%	183,844
3615-0000	GAS TAX ALLOCATION SECT 2107.5	6,000	5,000	5,000	6,000	5,000	83%	5,000
<b>Total Revenue</b>		<b>553,159</b>	<b>583,343</b>	<b>597,880</b>	<b>674,693</b>	<b>291,388</b>	<b>43%</b>	<b>605,513</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
011-190-0000-4480	COST ALLOCATION	11,885	11,880	21,186	20,572	10,286	50%	27,886
011-311-0000-4260	CONTRACTUAL SERVICES	265,000	274,621	270,932	277,886	168,424	61%	277,886
011-311-0000-4270	PROFESSIONAL SERVICES	3,000	3,000	3,195	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<u>279,885</u>	<u>289,501</u>	<u>295,313</u>	<u>298,458</u>	<u>178,710</u>	<u>60%</u>	<u>305,772</u>
011-190-0000-4901	TRANSFER TO GENERAL FUND	205,000	228,036	250,000	250,000	125,000	50%	250,000
<i>Transfers</i>		<u>205,000</u>	<u>228,036</u>	<u>250,000</u>	<u>250,000</u>	<u>125,000</u>	<u>50%</u>	<u>250,000</u>
011-311-0560-4600	STREET RESURFACING PROGRAM	2,990	-	123,687	144,243	-	0%	-
<i>Capital Projects</i>		<u>2,990</u>	<u>-</u>	<u>123,687</u>	<u>144,243</u>	<u>-</u>	<u>0%</u>	<u>-</u>
<b>Total Appropriations</b>		<b>487,875</b>	<b>517,537</b>	<b>669,000</b>	<b>692,701</b>	<b>303,710</b>	<b>44%</b>	<b>555,772</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>65,284</b>	<b>65,806</b>	<b>(71,120)</b>	<b>(18,008)</b>	<b>(12,322)</b>		<b>49,741</b>
<b>Ending Balance:</b>		<b>2,893</b>	<b>68,699</b>	<b>-</b>	<b>(18,008)</b>			<b>31,733</b>

**MEASURE “R” FUND****FUND NO. 012****FUND OVERVIEW**

In November 2008, Measure “R” was approved by the State's voters committing a projected \$40 billion to traffic relief and transportation upgrades throughout the County over the next 30 years. The City receives these funds as an ongoing annual allotment, which is used for city street related maintenance and capital projects.

In Fiscal Year 2015-2016, the City leveraged the annual Measure R allocation by participating in the Total Roads Improvement Program (“TRIP”). Consequently, in Fiscal Year 2016-2017, the City received approximately \$2.5 million for street improvement projects in major transit corridors throughout the City. The annual debt service is secured by, and will be paid from, annual Measure R revenue through 2039. The City pledged approximately 67% of projected annual Measure R revenue, so there will still be some funding remaining for smaller projects.

**MAJOR PROJECTS/PROGRAMS**

- Total Road Improvement Program (TRIP) Repair and Improvement Projects
  - Annual Street Resurfacing
  - Pacoima Wash Bikeway Project

**Fund: Measure R**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:	2,336,160	1,528,617	1,185,890	498,919	76,636	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3210-0000	SALES AND USE TAXES	312,323	395,942	404,656	422,860	196,967	47%	410,969
3500-0000	INTEREST INCOME	2,451	10,591	13,836	-	1,092	0%	-
3500-3556	INTEREST INCOME-WILMINGTON TRUST	492	408	10,706	-	102	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(7,883)	(53,110)	10,282	-	40,830	0%	-
3970-0000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>307,383</b>	<b>353,831</b>	<b>439,480</b>	<b>422,860</b>	<b>238,991</b>	<b>57%</b>	<b>410,969</b>

APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
012-180-0000-4124	RETIREMENT	-	-	-	-	-	0%	-
012-310-0000-4101	SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	0%	-
012-310-0000-4120	O.A.S.D.I.	-	-	-	-	-	0%	-
012-310-0000-4126	HEALTH INSURANCE	-	-	-	-	-	0%	-
012-310-0000-4128	DENTAL INSURANCE	-	-	-	-	-	0%	-
012-310-0000-4129	RETIREE HEALTH SAVINGS	-	-	-	-	-	0%	-
012-310-0000-4130	WORKERS COMPENSATION INS.	-	-	-	-	-	0%	-
012-310-0000-4134	LONG TERM DISABILITY INSURANCE	-	-	-	-	-	0%	-
012-310-0000-4136	OPTICAL INSURANCE	-	-	-	-	-	0%	-
012-310-0000-4138	LIFE INSURANCE	-	-	-	-	-	0%	-
012-311-0552-4101	SAFE ROUTES TO SCHOOL CYCLE 1	-	141	-	-	-	0%	-
012-311-0552-4120	SAFE ROUTES TO SCHOOL CYCLE 1	-	11	-	-	-	0%	-
012-311-0552-4124	SAFE ROUTES TO SCHOOL CYCLE 1	-	35	-	-	-	0%	-
012-311-0552-4130	SAFE ROUTES TO SCHOOL CYCLE 1	-	10	-	-	-	0%	-
012-311-0553-4101	SAFE ROUTES TO SCHOOL CYCLE 2	-	141	-	-	-	0%	-
012-311-0553-4120	SAFE ROUTES TO SCHOOL CYCLE 2	-	11	-	-	-	0%	-
012-311-0553-4124	SAFE ROUTES TO SCHOOL CYCLE 2	-	35	-	-	-	0%	-
012-311-0553-4130	SAFE ROUTES TO SCHOOL CYCLE 2	-	10	-	-	-	0%	-
<i>Personnel Costs</i>		-	396	-	-	-	0%	-
012-190-0000-4265	ADMINISTRATIVE EXPENSE	1,008	3,871	4,658	2,584	2,814	109%	2,500
012-310-0000-4270	PROFESSIONAL SERVICES	-	-	-	-	-	0%	-
012-310-0000-4410	C.O.P. INTEREST	88,638	85,038	81,238	77,438	38,719	50%	72,438
012-310-0000-4420	C.O.P. PRINCIPAL	90,000	95,000	95,000	100,000	-	0%	105,000
<i>Operations &amp; Maintenance Costs</i>		<b>179,646</b>	<b>183,908</b>	<b>180,896</b>	<b>180,022</b>	<b>41,533</b>	<b>23%</b>	<b>179,938</b>

APPROPRIATIONS (Cont.)	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
012-311-0182-4600	PICO ST & SF RD IMPRV NO. 602080-19	-	54,905	1,057	-	-	0%	-
012-311-0551-4600	PACOIMA WASH BIKEWAY MSRC	459	75	55,183	377,428	165,590	44%	-
012-311-0552-4600	SAFE ROUTES TO SCHOOL CYCLE 1	-	910	999	18,091	-	0%	-
012-311-0553-4600	SAFE ROUTES TO SCHOOL CYCLE 2	-	845	455	18,700	-	0%	-
012-311-0558-4600	CITY WIDE STREET REPAIR PROJECT	-	-	-	-	-	0%	-
012-311-0560-4600	CAPITAL PROJECTS	153,571	-	849,913	145,000	-	0%	200,000
012-311-0562-4600	HSIP CYCLE 8 TRAFFIC SIGNAL IMPR H807046	9,160	-	-	95,000	-	0%	-
012-311-0565-4600	GLENOAKS BRIDGE FENCING	130	5,519	37,950	10,902	130	1%	-
012-311-0620-4600	SF PARK INFILTRATION-LACFCD	-	450,000	-	-	-	0%	-
012-311-3636-4600	SAFE ROUTES TO SCHOOL PROJECT	-	-	-	-	-	0%	-
012-311-6673-4600	GLENOAKS RESURFACING PROJECT	771,959	-	-	-	-	0%	-
012-311-6674-4600	BRIDGE PREVENTIVE MAINT.	-	-	-	-	-	0%	-
<i>Capital Projects</i>		<b>935,279</b>	<b>512,253</b>	<b>945,557</b>	<b>665,121</b>	<b>165,719</b>	<b>25%</b>	<b>202,025</b>

<b>Total Appropriations</b>		<b>1,114,925</b>	<b>696,558</b>	<b>1,126,453</b>	<b>845,143</b>	<b>207,252</b>	<b>25%</b>	<b>381,963</b>
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<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(807,542)</b>	<b>(342,727)</b>	<b>(686,973)</b>	<b>(422,283)</b>	<b>31,739</b>		<b>29,006</b>
<b>Ending Balance:</b>		<b>1,528,617</b>	<b>1,185,890</b>	<b>498,919</b>	<b>76,636</b>			<b>105,642</b>

**TRAFFIC SAFETY FUND****FUND NO. 013****FUND OVERVIEW**

This fund accounts for certain receipts from traffic fines levied by local courts that are restricted for certain uses as required by Section 1463 of the California Penal Code. The funds are transferred to the General Fund for traffic safety purposes and the remainder are used by Public Works for traffic safety and other authorized expenditures including, but not limited to, street markings, traffic signal maintenance and repairs, and pothole repairs.



**Fund: Traffic Safety Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		8,591	9,527	9,527	12,603	15,103		
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
	3410-0000 VEHICLE CODE FINES	936	3,076	5,045	2,500	1,053	47%	2,000
	<b>Total Revenue</b>	<b>936</b>	<b>3,076</b>	<b>5,045</b>	<b>2,500</b>	<b>1,053</b>	<b>47%</b>	<b>2,000</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Adopted
	013-190-0000-4901 TRANSFER TO GENERAL FUND	-	-	-	-	-	0%	0
	<i>Transfers</i>	-	-	-	-	-	0%	0
	<b>Total Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0</b>
ANNUAL SURPLUS/DEFICIT		936	3,076	5,045	2,500	1,053		0
	<b>Ending Balance:</b>	<b>9,527</b>	<b>12,603</b>	<b>14,572</b>	<b>15,103</b>			<b>15,103</b>

**CASH IN-LIEU OF PARKING FUND****FUND NO. 014****FUND OVERVIEW**

This fund accounts for payment to the City by developers or property owners in lieu of providing the amount of parking required by the City's zoning ordinance. These funds can be used for capital expenditures related to public parking assets.

Funds will continue to accumulate until an appropriate project is identified by the City.

**Fund: Cash In-lieu of Parking**  
**Resp. Dept: Community Development**

		Beginning Fund Balance:		458,878	516,473	516,473	497,484	497,484	
REVENUES		2021	2022	2023	2024	As of	2024	2025	
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed	
3500-0000	INTEREST INCOME	5,054	4,279	8,587	-	866	0%	-	
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(4,807)	(23,267)	(5,597)	-	26,289	0%	-	
3854-0000	OFF STREET PARKING SPACES	57,348	-	-	-	-	0%	-	
<b>Total Revenue</b>		<b>57,595</b>	<b>(18,989)</b>	<b>2,990</b>	<b>-</b>	<b>27,155</b>	<b>0%</b>	<b>-</b>	
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025	
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/23	% Used	Adopted	
014-311-0000-4600	CAPITAL PROJECTS	-	-	-	-	-	0%	-	
	<i>Capital Projects</i>	-	-	-	-	-	0%	-	
<b>Total Appropriations</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>57,595</b>	<b>(18,989)</b>	<b>2,990</b>	<b>-</b>	<b>27,155</b>		<b>-</b>	
<b>Ending Balance:</b>		<b>516,473</b>	<b>497,484</b>	<b>519,463</b>	<b>497,484</b>			<b>497,484</b>	

**LOCAL TRANSPORTATION FUND  
(SB 325)****FUND NO. 015****FUND OVERVIEW**

The Transportation Development Act (TDA) of 1971 provides funding for transit and non-transit related purposes that comply with regional transportation plans. TDA funds consist of the Local Transportation Fund (LTF), which is derived from a 1/4 cent of the general sales tax collected statewide and the State Transit Assistance fund (STA), which is derived from the statewide sales tax on gasoline and diesel fuel. Funds are annually allocated by the Metropolitan Transit Authority (MTA) and will be used for sidewalk improvements during the fiscal year.

**MAJOR PROJECTS/PROGRAMS**

- Sidewalk Repair Project

**Fund: Local Transportation Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		(14,377)	(14,377)	(14,377)	(37,305)			(37,305)
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	-	-	-	-	-	0%	-
3695-0866	SIDEWALK REPAIR PROJECT	30,000	2,083	3,292	-	-	0%	77,740
<b>Total Revenues</b>		<b>30,000</b>	<b>2,083</b>	<b>3,292</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>77,740</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
015-190-0000-4480	COST ALLOCATION	-	-	-	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		-	-	-	-	-	0%	-
015-190-0000-4901	TRANSFER TO GENERAL FUND	-	-	-	-	-	0%	-
<i>Transfers</i>		-	-	-	-	-	0%	-
015-310-0000-4600	CAPITAL PROJECTS	-	-	-	-	-	0%	-
015-310-0866-4600	CP-SIDEWALK REPAIR PROJECT	-	25,010	17,670	-	-	0%	37,935
015-311-6673-4600	GLENOAKS RESURFACING PROJECT	30,000	-	-	-	-	0%	-
<i>Capital Projects</i>		<b>30,000</b>	<b>25,010</b>	<b>17,670</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>37,935</b>
<b>Total Appropriations</b>		<b>30,000</b>	<b>25,010</b>	<b>17,670</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>37,935</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>-</b>	<b>(22,928)</b>	<b>(14,378)</b>	<b>-</b>	<b>-</b>		<b>39,805</b>
<b>Ending Balance:</b>		<b>(14,377)</b>	<b>(37,305)</b>	<b>(28,755)</b>	<b>(37,305)</b>			<b>2,500</b>

**AIR QUALITY MANAGEMENT DISTRICT  
(AQMD) FUND****FUND NO. 016****FUND OVERVIEW**

This fund is used to account for South Coast Air Quality Management District (SCAQMD) revenues received by the City. Per AB 2766 (1990), a portion of the State Department of Motor Vehicle registration fee (\$4 per vehicle) is distributed to 89 cities in Los Angeles County. Thirty percent of fees collected are kept by the SCAQMD while 40% are distributed to cities. These funds may be used for various programs to reduce air pollution.

**MAJOR PROJECTS/PROGRAMS**

- Purchase low emission City vehicles

**Fund: Air Quality Management District Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:	113,385	154,449	154,449	172,842		200,842
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	1,071	1,128	2,778	-	305	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(720)	(6,285)	(3,136)	-	8,850	0%	-
3605-0000	MOTOR VEHICLE IN-LIEU TAX	40,713	23,550	31,344	28,000	7,844	28%	30,000
3901-0000	MISCELLANEOUS REVENUE	-	-	-	-	-	0%	-
3910-0000	SALE OF PROPERTY & EQUIPMENT	-	-	-	-	350	0%	-
<b>Total Revenues</b>		<b>41,064</b>	<b>18,393</b>	<b>30,986</b>	<b>28,000</b>	<b>17,349</b>	<b>62%</b>	<b>30,000</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
016-152-0000-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
016-225-0000-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
016-310-3661-4270	PROFESSIONAL SERVICES	-	-	-	-	-	0%	-
016-310-3661-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
016-310-3661-4600	CAPITAL PROJECTS	-	-	-	-	-	0%	-
016-311-0000-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
016-371-0000-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
<i>Capital Projects</i>		-	-	-	-	-	0%	-
<b>Fund Total Appropriations</b>		-	-	-	-	-	0%	-
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>41,064</b>	<b>18,393</b>	<b>30,986</b>	<b>28,000</b>	<b>17,349</b>		<b>30,000</b>
<b>Ending Balance:</b>		<b>154,449</b>	<b>172,842</b>	<b>185,435</b>	<b>200,842</b>			<b>230,842</b>

**SELF-SUSTAINING RECREATIONAL  
ACTIVITIES****FUND NO. 017****FUND OVERVIEW**

The Self-sustaining Recreational Activities fund accounts for part-time staff salaries, equipment and supplies, and contracted instructor salaries for recreation programs and activities that generate revenue through user fees. Programs accounted for in this fund include, but are not limited to, sports leagues, day camp, exercise & dance classes, karate, and other fee based programs/activities.

**MAJOR PROJECTS/PROGRAMS**

- Additional Youth and Adult Recreation Programs



**Fund: Self Sustaining Recreation Programs**  
**Resp. Dept: Recreation & Community Services**

		Beginning Fund Balance:	24,006	27,754	(7,268)	(30,673)		(25,776)
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3770-1221	SENIOR YOGA	-	-	-	4,000	-	0%	-
3770-1321	SENIOR YOGA	-	-	1,636	-	1,704	0%	5,200
3770-1322	SENIOR AEROBICS	720	2,824	5,088	6,000	3,021	50%	10,000
3770-1323	SENIOR MUSIC	-	2,488	4,579	4,500	2,975	66%	8,500
3770-1326	KARATE	(40)	3,289	4,359	6,500	2,114	33%	10,200
3770-1327	TENNIS/PICKLEBALL	-	7,845	9,471	11,500	1,042	9%	8,000
3770-1328	YOUTH SPORTS	1,180	20,104	16,047	30,000	5,668	19%	23,000
3770-1330	YOUTH BASEBALL	5,090	20,148	32,908	50,000	15,058	30%	35,000
3770-1332	YOUTH SOCCER	2,510	9,158	3,211	8,000	(50)	-1%	8,000
3770-1334	ADULT SPORTS	(320)	1,971	1,801	5,000	2,416	48%	10,000
3770-1337	AEROBICS	1,039	9,361	15,116	15,000	5,808	39%	15,000
3770-1339	LINE DANCE CLASS	-	899	576	1,000	24	2%	8,400
3770-1340	SOCCER SCHOOL	-	9	-	-	-	0%	-
3770-1342	TINY TOTS RECREATION CLASSES	-	-	4	-	-	0%	-
3770-1343	ART RECREATION CLASSES	-	-	-	3,900	87	2%	3,500
3770-1354	ADMINISTRATIVE FEES	-	3,398	7,557	8,500	3,258	38%	-
3770-1355	VETERANS PROGRAM	2,630	350	6,550	7,800	-	0%	-
3770-1362	FOLK DANCE	300	6,359	9,646	9,500	2,955	31%	10,500
3770-1364	REC PROGRAMS	-	-	-	600	-	0%	3,000
3770-1380	L P SR CHECKBOOK	-	45	-	-	-	0%	-
3770-1395	5K RUNNING RACE	9,235	-	-	5,000	1,300	26%	4,500
3770-1396	FOUNDATION PARK & REC PROGRAM	-	100	75	-	-	0%	-
3770-1399	PARK REC PROG-DAY CAMP PROGRAM	17,750	40,378	58,313	87,500	31,370	36%	90,000
3970-0000	TRANSFER FROM GENERAL FUND	-	25,000	-	51,360	25,680	50%	-
<b>Total Revenues</b>		<b>40,094</b>	<b>153,725</b>	<b>176,937</b>	<b>315,660</b>	<b>104,430</b>	<b>33%</b>	<b>252,800</b>

APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
017-420-0000-4101	SALARIES-PERMANENT EMPLOYEES	1,395	30,407	399	-	608	0%	-
017-420-0000-4103	WAGES-TEMPORARY & PART-TIME	300	-	135	-	-	0%	-
017-420-0000-4105	OVERTIME	-	924	17	-	-	0%	-
017-420-0000-4120	O.A.S.D.I.	129	2,397	42	-	47	0%	-
017-420-0000-4124	RETIREMENT	403	5,791	16	-	-	0%	-
017-420-0000-4126	HEALTH INSURANCE	4,944	7,184	-	-	-	0%	-
017-420-0000-4128	DENTAL INSURANCE	632	632	-	-	-	0%	-
017-420-0000-4130	WORKER'S COMPENSATION INS.	123	2,278	46	-	46	0%	-
017-420-0000-4136	OPTICAL INSURANCE	107	107	-	-	-	0%	-
017-420-0000-4138	LIFE INSURANCE	322	275	156	-	42	0%	-
017-420-0000-4435	BANK CHARGES	-	3,245	6,527	-	2,488	0%	-
017-420-1378-4101	SALARIES-PERMANENT EMPLOYEES	-	-	-	-	264	0%	-
017-420-1378-4120	O.A.S.D.I.	-	-	-	-	20	0%	-
017-420-1378-4130	WORKER'S COMPENSATION INS.	-	-	-	-	4	0%	-
017-420-1399-4101	DAY CAMP-SALARIES PERM. EMP.	150	568	2,179	-	620	0%	-
017-420-1399-4103	DAY CAMP WAGES-TEMP & P/T	13,108	38,688	54,357	75,032	44,849	60%	65,809
017-420-1399-4105	DAY CAMP OVERTIME	-	-	-	-	-	0%	-
017-420-1399-4120	DAY CAMP-O.A.S.D.I.	1,014	3,003	4,325	4,440	3,479	78%	5,035
017-420-1399-4124	DAY CAMP-RETIREMENT	702	636	301	3,308	312	9%	-
017-420-1399-4130	DAY CAMP-WRKRS. COMP. INS.	964	2,828	4,223	4,620	3,514	76%	3,949
017-420-1399-4138	DAY CAMP-LIFE INS.	-	-	-	-	-	0%	429
<i>Personnel Costs</i>		<i>24,295</i>	<i>98,962</i>	<i>72,723</i>	<i>87,400</i>	<i>56,293</i>	<i>64%</i>	<i>75,222</i>
017-420-1321-4260	CONTRACTUAL SERVICES	-	-	1,181	3,500	490	14%	3,800
017-420-1321-4300	DEPARTMENT SUPPLIES	-	-	115	500	-	0%	500
017-420-1322-4260	CONTRACTUAL SERVICES	870	2,300	5,600	5,400	270	5%	8,350
017-420-1322-4300	DEPARTMENT SUPPLIES	-	-	16	600	-	0%	500

**Fund: Self Sustaining Recreation Programs**  
**Resp. Dept: Recreation & Community Services**

APPROPRIATIONS (Cont.)		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
017-420-1323-4260	CONTRACTUAL SERVICES	-	2,359	3,740	6,400	3,300	52%	8,400
017-420-1326-4260	CONTRACTUAL SERVICES	-	2,016	3,433	4,500	1,616	36%	8,000
017-420-1326-4300	DEPARTMENT SUPPLIES	-	-	-	-	-	0%	1,500
017-420-1327-4260	CONTRACTUAL SERVICES	-	5,430	7,150	7,600	553	7%	7,600
017-420-1327-4300	DEPARTMENT SUPPLIES	59	-	580	500	-	0%	400
017-420-1328-4260	CONTRACTUAL SERVICES	-	11,115	13,045	20,000	4,714	24%	13,000
017-420-1328-4300	DEPARTMENT SUPPLIES	-	5,780	5,893	10,000	3,518	35%	7,500
017-420-1330-4260	YOUTH BASEBALL	-	21,656	28,027	30,000	13,621	45%	20,800
017-420-1330-4300	DEPARTMENT SUPPLIES	-	12,700	21,677	20,000	5,239	26%	10,000
017-420-1332-4260	CONTRACTUAL SERVICES	-	7,755	1,859	6,500	-	0%	7,000
017-420-1332-4300	DEPARTMENT SUPPLIES	-	499	-	500	-	0%	1,000
017-420-1334-4260	CONTRACTUAL SERVICES	-	-	-	500	-	0%	500
017-420-1334-4300	DEPARTMENT SUPPLIES	-	960	334	4,500	924	21%	2,000
017-420-1335-4300	DEPARTMENT SUPPLIES	-	-	-	-	-	0%	-
017-420-1337-4260	CONTRACTUAL SERVICES	375	6,957	10,221	13,000	4,799	37%	14,000
017-420-1337-4300	DEPARTMENT SUPPLIES	-	-	886	2,000	398	20%	1,000
017-420-1339-4260	CONTRACTUAL SERVICES	-	434	333	900	70	8%	5,880
017-420-1339-4300	DEPARTMENT SUPPLIES	-	-	-	200	-	0%	1,000
017-420-1343-4260	CONTRACTUAL SERVICES	19	-	-	2,800	19	1%	2,800
017-420-1343-4300	ART RECREATION CLASSES	-	33	-	600	-	0%	1,000
017-420-1354-4260	ADMINISTRATIVE FEES	-	-	-	8,203	-	0%	-
017-420-1355-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	2,000
017-420-1355-4300	VETERANS PROGRAM	2,520	-	5,846	5,000	-	0%	2,000
017-420-1362-4260	CONTRACTUAL SERVICES	290	4,316	6,418	7,000	2,703	39%	7,900
017-420-1364-4260	CONTRACTUAL SERVICES	-	-	-	500	-	0%	2,500
017-420-1364-4300	DEPARTMENT SUPPLIES	-	-	-	-	-	0%	500
017-420-1395-4260	CONTRACTUAL SERVICES	3,436	(280)	-	2,500	875	35%	2,250
017-420-1395-4300	DEPARTMENT SUPPLIES	2,605	-	-	1,500	303	20%	1,500
017-420-1399-4260	DAY CAMP-CONTRACTUAL SRVCS.	37	193	-	1,200	-	0%	1,200
017-420-1399-4300	DAY CAMP-DEPT. SUPPLIES	1,840	5,562	11,265	5,600	2,733	49%	5,000
<i>Operations &amp; Maintenance Costs</i>		<u>12,051</u>	<u>89,785</u>	<u>127,619</u>	<u>172,003</u>	<u>91,436</u>	<u>53%</u>	<u>151,380</u>
017-420-0000-4500	CAPITAL EXPENSES	-	-	-	51,360	469	1%	-
<i>Capital Costs</i>		<u>-</u>	<u>-</u>	<u>-</u>	<u>51,360</u>	<u>469</u>	<u>1%</u>	<u>-</u>
<b>Total Appropriations</b>		<b>36,346</b>	<b>188,747</b>	<b>200,342</b>	<b>310,763</b>	<b>148,198</b>	<b>48%</b>	<b>226,602</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>3,748</b>	<b>(35,022)</b>	<b>(23,405)</b>	<b>4,897</b>	<b>(43,768)</b>		<b>26,198</b>
<b>Ending Balance:</b>		<b>27,754</b>	<b>(7,268)</b>	<b>(30,673)</b>	<b>(25,776)</b>			<b>422</b>

**RETIREMENT FUND****FUND NO. 018****FUND OVERVIEW**

This fund is used to account for receipts from a voter-approved special tax levy to pay pension costs related to the City's membership in the Public Employees Retirement System (PERS). Currently, the revenue generated by the special levy are sufficient to fully fund PERS pension costs. The special tax levy is crucial in meeting the City's annual pension obligation. Without the special tax levy, the City would have to make significant cuts to services to pay the PERS pension obligation from General Fund revenues.

**Fund: Retirement Fund**  
**Resp. Dept: Finance**

		Beginning Fund Balance:	11,555,394	11,743,822	9,435,544	10,370,215			9,962,141
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
3110-0000	SECURED PROPERTY TAXES-CURR YR	3,044,413	2,639,954	4,716,287	2,922,568	1,961,951	67%	4,715,000	
3120-0000	UNSECURED PROPERTY TAXES C/Y	67,515	71,387	443,634	-	46,754	0%	300,000	
3130-0000	PRIOR YEARS PROPERTY TAXES	3,011	3,531	(12,637)	-	(2,117)	0%	-	
3150-0000	PROPERTY TAX PENALTIES & INT	113,649	72,804	55,225	-	30,948	0%	55,000	
3175-0000	PROJECT 4 TAX LEVY	-	-	-	-	-	0%	-	
3181-0000	PROJECT 1 TAX LEVY	149,352	110,317	2,718	174,597	-	0%	-	
3183-0000	PROJECT 1A TAX LEVY	154,665	159,943	3,787	198,842	-	0%	-	
3185-0000	PROJECT 2 TAX LEVY	139,101	111,380	3,352	141,149	-	0%	-	
3188-0000	PROJECT 3 TAX LEVY	306,299	256,045	5,622	362,507	-	0%	-	
3191-0000	PROJECT 3A TAX LEVY	824,151	699,844	30,915	879,259	-	0%	-	
3500-0000	INTEREST INCOME	59,555	86,410	120,140	-	10,334	0%	-	
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(71,286)	(215,434)	(144,795)	-	325,481	0%	-	
3625-0000	HOMEOWNERS PROPERTY TAX RELIEF	26,186	21,771	23,732	-	3,460	0%	25,000	
3903-0000	EMPLOYEES PENSION CONTRIBUTION	110,504	147,774	195,680	100,000	94,506	95%	150,000	
3945-0000	BOND PROCEEDS	-	31,780,000	-	-	-	0%	-	
3970-0000	TRANSFER FROM GENERAL FUND	-	-	-	176,333	-	0%	176,333	
3992-0000	TRANSFER FROM SEWER FUND	-	-	-	12,434	-	0%	12,434	
3995-0000	TRANSFER FROM WATER FUND	-	-	-	12,434	-	0%	12,434	
<b>Total Revenue</b>		<b>4,927,114</b>	<b>35,945,724</b>	<b>5,443,660</b>	<b>4,980,123</b>	<b>2,471,317</b>	<b>50%</b>	<b>5,446,201</b>	

APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
018-101-0000-4124	RETIREMENT	2,846	2,885	3,365	13,233	1,736	13%	4,420	
018-102-0000-4124	RETIREMENT	-	-	-	-	-	0%	-	
018-105-3689-4124	RETIREMENT	7,625	2,218	-	-	-	0%	-	
018-105-0000-4124	RETIREMENT	52,908	63,366	75,653	80,134	42,299	53%	84,417	
018-106-0000-4124	RETIREMENT	52,055	60,560	68,413	70,285	36,006	51%	-	
018-106-3689-4124	RETIREMENT	57	-	-	-	-	0%	-	
018-107-0000-4124	RETIREMENT	-	-	2,053	12,672	5,046	40%	17,937	
018-115-0000-4124	RETIREMENT	26,355	29,556	31,850	33,341	17,274	52%	36,137	
018-115-3689-4124	RETIREMENT	35	-	-	-	-	0%	-	
018-116-0000-4124	RETIREMENT	52	64	-	-	-	0%	-	
018-130-0000-4124	RETIREMENT	68,029	84,986	89,435	88,265	45,739	52%	94,973	
018-130-3689-4124	RETIREMENT	1,908	137	-	-	-	0%	-	
018-131-0000-4124	RETIREMENT	8,564	28	-	-	-	0%	-	
018-133-0000-4124	RETIREMENT	-	-	-	-	-	0%	56,365	
018-135-0000-4124	RETIREMENT	-	-	2,138	10,055	4,980	50%	10,650	
018-140-0000-4124	RETIREMENT	14,102	4,527	8,599	9,823	3,860	39%	15,593	
018-150-0000-4124	RETIREMENT	39,168	22,126	17,181	22,174	10,080	45%	18,394	
018-150-3689-4124	RETIREMENT	944	-	-	-	-	0%	-	
018-152-0000-4124	RETIREMENT	30,684	33,239	41,204	42,436	22,452	53%	53,530	
018-152-3689-4124	RETIREMENT	7,671	1,422	-	-	-	0%	-	
018-155-0000-4124	RETIREMENT	-	-	5,571	9,748	3,875	40%	11,192	
018-190-0000-4124	RETIREMENT	2,607,585	34,121,051	593,802	1,312,332	858,008	65%	1,078,021	
018-190-0000-4127	RETIRED EMP. HEALTH INS.	-	-	-	-	-	0%	-	
018-190-0000-4265	ADMINISTRATIVE EXPENSE	-	565,568	4,750	-	641	0%	-	
018-190-0000-4270	PROFESSIONAL SERVICES	-	-	-	-	-	0%	-	
018-222-0000-4124	RETIREMENT	158,701	162,957	174,132	194,535	106,159	55%	153,765	
018-222-3689-4124	RETIREMENT	108	-	-	-	-	0%	-	
018-224-0000-4124	RETIREMENT	180,505	171,520	161,080	217,574	90,653	42%	191,055	
018-224-3689-4124	RETIREMENT	3,361	-	-	-	-	0%	-	
018-225-0000-4124	RETIREMENT	759,234	728,234	788,199	829,435	520,398	63%	955,023	
018-225-3689-4124	RETIREMENT	-	258	-	-	-	0%	-	
018-226-0000-4124	RETIREMENT	-	-	1,173	-	238	0%	-	
018-230-0000-4124	RETIREMENT	40,037	30,849	40,227	38,591	15,233	39%	38,431	
018-310-0000-4124	RETIREMENT	53,246	43,922	63,975	59,894	33,980	57%	78,257	
018-310-3689-4124	RETIREMENT	133	-	-	-	-	0%	-	
018-311-0000-4124	RETIREMENT	4,849	4,308	41,259	44,713	22,026	49%	52,682	
018-312-0000-4124	RETIREMENT	-	-	-	6,012	2,604	43%	5,154	

**Fund: Retirement Fund**  
**Resp. Dept: Finance**

APPROPRIATIONS (Cont.)	2021	2022	2023	2024	As of	2024	2025
Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
018-346-0000-4124 RETIREMENT	3,157	6,612	5,921	15,926	9,504	60%	6,678
018-370-0000-4124 RETIREMENT	4,487	3,528	4,485	15,658	8,300	53%	16,031
018-420-0000-4124 RETIREMENT	52,401	50,424	47,757	35,799	19,201	54%	36,683
018-422-0000-4124 RETIREMENT	5,446	4,838	10,015	21,744	11,833	54%	28,878
018-423-0000-4124 RETIREMENT	20,459	11,652	17,153	24,384	12,568	52%	25,951
018-424-0000-4124 RETIREMENT	3,721	15,340	12,801	20,102	9,825	49%	16,815
<i>Personnel Costs</i>	<u>4,213,630</u>	<u>36,227,056</u>	<u>2,312,191</u>	<u>3,228,865</u>	<u>1,959,809</u>	<u>61%</u>	<u>3,087,032</u>
018-101-0000-4450 OTHER EXPENSE	4,025	3,203	1,934	5,000	-	0%	5,000
018-190-0000-4450 OTHER EXPENSE	2,450	2,950	2,450	5,000	2,450	49%	5,000
018-190-0000-4480 COST ALLOCATION	518,581	518,580	450,288	405,832	202,916	50%	489,580
<i>Operations &amp; Maintenance Costs</i>	<u>525,056</u>	<u>524,733</u>	<u>454,672</u>	<u>415,832</u>	<u>205,366</u>	<u>49%</u>	<u>499,580</u>
018-190-0872-4405 PENSION OBLIGATION BONDS-INTEREST	-	262,214	712,126	708,500	708,500	100%	702,518
018-190-0872-4429 PENSION OBLIGATION BONDS-PRINC.	-	1,240,000	1,030,000	1,035,000	1,035,000	100%	1,040,000
<i>Pension Obligation Bonds</i>	<u>-</u>	<u>1,502,214</u>	<u>1,742,126</u>	<u>1,743,500</u>	<u>1,743,500</u>	<u>100%</u>	<u>1,742,518</u>
<b>Total Appropriations</b>	<b>4,738,686</b>	<b>38,254,003</b>	<b>4,508,989</b>	<b>5,388,197</b>	<b>3,908,675</b>	<b>73%</b>	<b>5,329,130</b>
<b>ANNUAL SURPLUS/DEFICIT</b>	<b>188,428</b>	<b>(2,308,278)</b>	<b>934,671</b>	<b>(408,074)</b>	<b>(1,437,358)</b>		<b>117,071</b>
<b>Ending Balance:</b>	<b>11,743,822</b>	<b>9,435,544</b>	<b>10,370,215</b>	<b>9,962,141</b>			<b>10,079,212</b>

**QUIMBY ACT FEES****FUND NO. 019****FUND OVERVIEW**

Local governments in California provide a critical role in the effort to set aside parkland and open space for recreational purposes. Since passage of the 1975 Quimby Act (Government Code Section 66477), cities and counties have been authorized to pass ordinances requiring developers to set aside land, donate conservation easements, or pay fees for park improvements. The goal of the Quimby Act is to require developers to help mitigate the impacts of property improvements. This fund is set up to account for receipts from developers who elect to pay fees for park improvements rather than set aside land or donate conservation easements.

**Fund: Quimby Act Fees**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		4	2	2	33,844			33,844
<b>REVENUES</b>		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Adopted
3500-0000	INTEREST INCOME	2	1	502	-	59	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(2)	(7)	(1,790)	-	1,796	0%	-
3880-0000	QUIMBY PARK FEES	-	-	35,130	-	-	0%	-
3901-0000	MISCELLANEOUS REVENUE	(2)	-	-	-	(1)	0%	-
<b>Total Revenue</b>		<b>(2)</b>	<b>(6)</b>	<b>33,842</b>	<b>-</b>	<b>1,854</b>	<b>0%</b>	<b>-</b>
<b>APPROPRIATIONS</b>		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
019-423-0118-4101	HRP PROGRAM	-	-	-	-	-	0%	-
019-423-0118-4102	HRP PROGRAM	-	-	-	-	-	0%	-
019-423-0118-4103	HRP PROGRAM	-	-	-	-	-	0%	-
019-423-0201-4105	OVERTIME	-	-	-	-	-	0%	-
<i>Personnel Costs</i>		-	-	-	-	-	-	-
019-430-0000-4330	BLDG MAINT & REPAIRS	-	-	-	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		-	-	-	-	-	-	-
019-423-0201-4600	CAPITAL PROJECTS	-	-	-	-	-	0%	-
019-423-3708-4600	LAYNE PARK PLAYGROUND	-	-	-	-	-	0%	-
<i>Capital Projects</i>		-	-	-	-	-	-	-
<b>Total Appropriations</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(2)</b>	<b>(6)</b>	<b>33,842</b>	<b>-</b>	<b>1,854</b>		<b>-</b>
<b>Ending Balance:</b>		<b>2</b>	<b>(4)</b>	<b>33,844</b>	<b>33,844</b>			<b>33,844</b>

**ASSET SEIZURE – STATE****FUND NO. 020****FUND OVERVIEW**

This fund is used to account for receipts and disbursements of state seized and forfeited assets resulting from the sale of controlled substances.

**MAJOR PROJECTS/PROGRAMS**

- Accumulate Funds to be used in conjunction with federal asset seizure funds to purchase for technology upgrades for the City’s virtual patrol video network.



**Fund: State Asset Seizure**  
**Resp. Dept: Police**

		Beginning Fund Balance:						
		9,113	10,008	9,859	308	308	308	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	63	84	19	-	1	0%	-
3508-0000	NET INCR/DECR FAIR VALUE	(436)	(446)	391	-	16	0%	-
3875-0000	ASSET FORFEITURE FUND	7,660	213	-	-	-	0%	-
<b>Total Revenue</b>		<b>7,287</b>	<b>(149)</b>	<b>410</b>	<b>-</b>	<b>17</b>	<b>0%</b>	<b>-</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
020-222-0000-4450	OTHER EXPENSE	-	-	-	-	-	0%	-
020-222-0000-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
020-225-0000-4500	CAPITAL EXPENSES	6,392	-	9,961	-	-	0%	-
<i>Capital Costs</i>		<i>6,392</i>	<i>-</i>	<i>9,961</i>	<i>-</i>	<i>-</i>	<b>0%</b>	<i>-</i>
<b>Total Appropriations</b>		<b>6,392</b>	<b>-</b>	<b>9,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
ANNUAL SURPLUS/DEFICIT		895	(149)	(9,551)	-	17		
Ending Balance:		10,008	9,859	308	308			308

**ASSET SEIZURE – FEDERAL****FUND NO. 021****FUND OVERVIEW**

This fund is used to account for receipts and disbursements of federal seized and forfeited assets resulting from the sale of controlled substances.

**MAJOR PROJECTS/PROGRAMS**

- Accumulate Funds to be used in conjunction with State asset seizure funds to purchase for technology upgrades for the City’s virtual patrol video network.

**Fund: Federal Asset Seizure**  
**Resp. Dept: Police**

		Beginning Fund Balance:						
		8,906	8,904	8,573	174		174	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Adopted
3500-0000	INTEREST AND RENTS	96	74	14	-	-	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(98)	(405)	350	-	9	0%	-
3875-0000	ASSET FORFEITURE FUND	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>(2)</b>	<b>(331)</b>	<b>364</b>	<b>-</b>	<b>9</b>	<b>0%</b>	<b>-</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Adopted
021-222-0000-4500	CAPITAL EXPENSES	-	-	-	-	-	0%	-
021-225-0000-4500	CAPITAL EXPENSES	-	-	8,763	-	-	0%	-
<i>Capital Costs</i>		-	-	8,763	-	-	0%	-
<b>Total Appropriations</b>		<b>-</b>	<b>-</b>	<b>8,763</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(2)</b>	<b>(331)</b>	<b>(8,399)</b>	<b>-</b>	<b>9</b>	<b>0%</b>	<b>-</b>
<b>Ending Balance:</b>		<b>8,904</b>	<b>8,573</b>	<b>174</b>	<b>174</b>			<b>174</b>

**SURFACE TRANSPORTATION  
PROGRAM – LOCAL (STPL)****FUND No. 022****FUND OVERVIEW**

The Surface Transportation Program (STP) provides flexible funding that may be used by localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.

**MAJOR PROJECTS/PROGRAMS**

- Sidewalk Repair Project
- Curb & Gutter

**Fund: Surface Transportation Program - Local**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		5,557	5,555	5,349	246,806	(4,081)		
<b>REVENUES</b>		2021	2022	2023	2024	As of	2024	2025
<b>Account Number &amp; Title</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>12/31/2023</b>	<b>% Used</b>	<b>Adopted</b>
3500-0000	INTEREST INCOME	60	46	3,388	-	430	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(61)	(253)	(12,818)	-	13,042	0%	-
3664-0000	SURFACE TRANSP. PROG.-LOCAL FUND (STP-L)	-	-	137,330	-	-	0%	-
3932-0000	HIGHWAY INFRASTRUCTURE PROGRAM (HIP)	-	-	113,557	-	-	0%	-
<b>Total Revenue</b>		<b>(1)</b>	<b>(206)</b>	<b>241,457</b>	<b>-</b>	<b>13,472</b>	<b>0%</b>	<b>-</b>
<b>APPROPRIATIONS</b>		2021	2022	2023	2024	As of	2024	2025
<b>Account Number &amp; Title</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>12/31/2023</b>	<b>% Used</b>	<b>Adopted</b>
022-311--0000-4101	SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	0%	-
022-311-0560-4270	STREET RESURFACING PROGRAM	-	-	-	-	-	0%	-
022-311-0000-4600	CAPITAL PROJECTS	-	-	-	250,887	-	0%	-
<i>Capital Projects</i>		-	-	-	250,887	-	0%	-
<b>Total Appropriations</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>250,887</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		(1)	(206)	241,457	(250,887)	13,472	-	
<b>Ending Balance:</b>		<b>5,555</b>	<b>5,349</b>	<b>246,806</b>	<b>(4,081)</b>	<b>(4,081)</b>		

**MEASURE “W” FUND****FUND No. 023****FUND OVERVIEW**

SCWP, also known as Measure W, was an initiative placed on the ballot in 2018 and approved by Los Angeles County voters. The goals of SCWP are to improve and protect water quality, increase the number of gallons of water captured each year to increase the supply of safe drinking water and prepare for future droughts, and protect public health and marine life by reducing pollution, trash, toxins and plastics that make it to local waterways and beaches. The City began receiving its allocation in FY 2020-2021, which are allocated to each local jurisdiction in Los Angeles County on a per capita basis.

**MAJOR PROJECTS/PROGRAMS**

- Catch basin maintenance efforts, compliance monitoring, and reporting as required by the National Pollutant Discharge Elimination System (NPDES) permit. Sweeping of City-owned Parking lots, alleys, and trash enclosures in Downtown Mall area.
- Downtown Mall solid waste management options (trash enclosures, trash compactors, other options)

**Fund: Measure W Fund - SCW Program**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		-	217,551	350,273	464,124		57,266	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3110-0000	TAX INCREMENT	267,325	277,266	275,319	283,000	-	0%	275,000
3500-0000	INTEREST INCOME	1,312	3,065	8,156	-	814	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	1,300	(17,479)	(10,193)	-	26,372	0%	-
<b>Total Revenue</b>		<b>269,938</b>	<b>262,851</b>	<b>273,282</b>	<b>283,000</b>	<b>27,186</b>	<b>10%</b>	<b>275,000</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
023-190-0000-4480	COST ALLOCATION	-	-	6,480	10,290	5,145	50%	12,401
<i>Operations &amp; Maintenance Costs</i>		-	-	<b>6,480</b>	<b>10,290</b>	<b>5,145</b>	<b>50%</b>	<b>12,401</b>
023-311-0000-4260	CONTRACTUAL SERVICES	-	46,302	55,068	72,932	45,652	63%	75,000
023-311-0000-4270	PROFESSIONAL SERVICES	44,887	83,828	89,805	80,000	28,032	35%	95,000
023-311-0000-4600	CAPITAL PROJECTS	-	-	-	99,715	23,768	24%	-
023-341-6556-4600	SF MALL TRASH MANAGEMENT SYST.	7,500	-	3,000	412,000	-	0%	-
023-384-0000-4270	PROFESSIONAL SERVICES	-	-	5,079	14,922	-	0%	-
<i>Capital Projects</i>		<b>52,387</b>	<b>130,129</b>	<b>152,952</b>	<b>679,569</b>	<b>97,452</b>	<b>14%</b>	<b>170,000</b>
<b>Total Appropriations</b>		<b>52,387</b>	<b>130,129</b>	<b>159,432</b>	<b>689,859</b>	<b>102,597</b>	<b>15%</b>	<b>182,401</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>217,551</b>	<b>132,722</b>	<b>113,850</b>	<b>(406,859)</b>	<b>(75,411)</b>		<b>92,599</b>
<b>Ending Balance:</b>		<b>217,551</b>	<b>350,273</b>	<b>464,124</b>	<b>57,266</b>			<b>149,865</b>

**MEASURE “M” FUND****FUND NO. 024****FUND OVERVIEW**

In November 2016, Los Angeles County voters approved a ½ cent traffic relief tax that will be used to repave local streets, potholes and traffic signals, as well as expand the rail and rapid transit system with the overall objective of easing traffic congestion for Angelenos. The City began receiving the Local Return portion of Measure M in FY 2017-2018, which are allocated to each local jurisdiction in Los Angeles County on a per capita basis.

**MAJOR PROJECTS/PROGRAMS**

- Annual Street Resurfacing Project
- Pacoima Wash Bikeway Project
- Citywide Traffic Signal Synchronization Project
- HSIP Cycle 8 Traffic Sign Improvements Project



**Fund: Measure M Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:		738,397	1,082,825	1,082,825	388,535	128,758	
REVENUES		2021	2022	2023	2024	As of	2024	2025	
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed	
3210-0000	SALES AND USE TAXES	353,873	448,054	457,752	450,000	185,400	41%	465,765	
3500-0000	INTEREST INCOME	10,076	11,267	28,420	-	1,158	0%	-	
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(6,259)	(63,369)	(30,473)	-	88,454	0%	-	
<b>Total Revenue</b>		<b>357,690</b>	<b>395,951</b>	<b>455,699</b>	<b>450,000</b>	<b>275,012</b>	<b>61%</b>	<b>465,765</b>	
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025	
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed	
024-311-0000-4600	CAPITAL PROJECTS	-	-	-	67,500	13,858	21%	-	
024-311-0157-4600	SAN FERNANDO RD REHAB NO. 601994-18	-	-	-	-	-	0%	-	
024-311-0551-4600	PACOIMA WASH BIKEWAY MSRC	-	16,270	196,678	15,050	5,509	37%	-	
024-311-0560-4600	STREET RESURFACING PROGRAM	-	16,828	1,267,050	345,000	-	0%	450,000	
024-371-0510-4600	SIGNAL IMPROVEMENTS	-	-	780	193,104	38,228	20%	-	
024-371-0569-4600	GLENOAKS/ARROYO CURB MODIFICATIONS	-	-	1,556	30,945	15,724	51%	-	
024-371-0562-4600	HSIP CYCLE 8 TRAFFIC SIGNAL IMPR H807046	13,261	29,182	10,950	58,178	5,562	10%	-	
<i>Capital Projects</i>		<i>13,261</i>	<i>62,280</i>	<i>1,477,014</i>	<i>709,777</i>	<i>78,881</i>	<i>11%</i>	<i>450,000</i>	
<b>Total Appropriations</b>		<b>13,261</b>	<b>62,280</b>	<b>1,477,014</b>	<b>709,777</b>	<b>78,881</b>	<b>11%</b>	<b>450,000</b>	
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>344,429</b>	<b>333,671</b>	<b>(1,021,315)</b>	<b>(259,777)</b>	<b>196,131</b>		<b>15,765</b>	
<b>Ending Balance:</b>		<b>1,082,825</b>	<b>1,416,496</b>	<b>61,510</b>	<b>128,758</b>			<b>144,523</b>	

**ROAD MAINTENANCE AND  
REHABILITATION FUND (SB1)****FUND NO. 025****FUND OVERVIEW**

This fund accounts for revenues received from the State pursuant to the Road Maintenance and Rehabilitation Program (SB1) to address deferred maintenance on the State Highways system and local street and road system. A percentage of this funding is apportioned to eligible cities (including San Fernando) and counties pursuant to Streets and Highways Code section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

**MAJOR PROJECTS/PROGRAMS**

- Annual Street Resurfacing Project

**Fund: Road Maintenance and Rehab Act Fund (SB1)**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		693,114	1,165,635	1,165,635	203,331			(84,514)
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	9,752	11,818	22,270	-	1,060	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(4,531)	(66,232)	(375)	-	61,169	0%	-
3623-0000	RMRA TAX ALLOCATION SECT 2032	467,301	492,819	527,766	584,584	196,393	34%	605,208
<b>Total Revenue</b>		<b>472,522</b>	<b>438,405</b>	<b>549,661</b>	<b>584,584</b>	<b>258,622</b>	<b>44%</b>	<b>605,208</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
025-311-0000-4600	CAPITAL PROJECTS	-	-	-	-	-	0%	-
025-311-0182-4600	PICO ST & SF RD IMPRV NO. 602080-19	-	49,954	-	-	-	0%	-
025-311-0560-4600	STREET RESURFACING PROGRAM	-	16,828	1,717,752	865,765	-	0%	420,500
025-311-0565-4600	GLEANOAKS BRIDGE FENCING	-	-	165,836	6,664	3,012	45%	-
<i>Capital Projects</i>		-	66,782	1,883,588	872,429	3,012	0%	420,500
<b>Total Appropriations</b>		-	<b>66,782</b>	<b>1,883,588</b>	<b>872,429</b>	<b>3,012</b>	<b>0%</b>	<b>420,500</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>472,522</b>	<b>371,623</b>	<b>(1,333,927)</b>	<b>(287,845)</b>	<b>255,610</b>		<b>184,708</b>
<b>Ending Balance:</b>		<b>1,165,635</b>	<b>1,537,258</b>	<b>(168,292)</b>	<b>(84,514)</b>			<b>100,194</b>

**COMMUNITY DEVELOPMENT BLOCK  
GRANT (CDBG)****FUND NO. 026****FUND OVERVIEW**

The Community Development Block Grant (CDBG) program is a flexible federal program that provides communities with resources to address a wide range of unique community development needs. The City's CDBG funds have been committed to pay debt service on a Section 108 Loan that was taken out by the City to pay for construction of the San Fernando Regional Pool. Since the City leased pool operations to LA County in FY 2014-2015, the City's annual allocation of CDBG funds are available for other projects that meet CDBG guidelines. In FY 2019-2020 and FY 2020-2021, the City received approval for a street overlay and improvement project in qualifying census tracts. In FY 2021-2022, the City use funds for a business assistance grant program.

**Fund: Community Development Block Grant**  
**Resp. Dept: Community Development**

		Beginning Fund Balance:							
		24,459	24,814	24,814	-			-	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
3693-0127	ALEXANDER ST OVERLAY PROJ.#601819-16	-	-	-	-	-	0%	-	
3693-0138	HUNTINGTON ST. OVERLAY PROJ #601716-16	-	-	-	-	-	0%	-	
3693-0157	SAN FERNANDO ROAD REHAB	-	-	-	-	-	0%	-	
3693-0159	SF RD STREET, CURB, GUTTER REHAB.	-	-	-	-	-	0%	-	
3693-0182	PICO ST & SF RD IMPRV NO. 602080-19	22,000	471,487	51,971	-	-	0%	-	
3693-0185	BUSINESS ASSISTANCE PRG NO. 602498-21	-	19,110	-	21,503	-	0%	-	
3693-0329	PPE BUSINESS ASSISTANCE CV 1089-19	18,345	-	-	-	-	0%	-	
3693-0336	RESIDENTIAL FOOD DISTRIBUTION CV 1088-19	108,127	-	-	-	-	0%	-	
3693-0561	NEIGHBORHOOD CLEANUP PROGRAM	-	-	-	25,000	-	0%	-	
3693-7533	FINANCIAL LITERACY	-	-	-	20,000	-	0%	-	
3693-8530	WATER BILL ASSISTANCE PROGRAM	-	-	-	-	-	0%	-	
3693-0887	RESIDENT RECREATION PROG SCHOLARSHIPS	-	-	5,476	20,000	623	3%	-	
<b>Total Revenue</b>		<b>148,472</b>	<b>490,597</b>	<b>57,447</b>	<b>86,503</b>	<b>623</b>	<b>1%</b>	<b>-</b>	

APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
026-311-0127-4101	ALEXANDER ST OVERLAY PROJ. #601819-16	-	-	-	-	-	0%	-
026-311-0127-4120	ALEXANDER ST OVERLAY PROJ. #601819-16	-	-	-	-	-	0%	-
026-311-0127-4130	ALEXANDER ST OVERLAY PROJ. #601819-16	-	-	-	-	-	0%	-
026-311-0127-4136	ALEXANDER ST OVERLAY PROJ. #601819-16	-	-	-	-	-	0%	-
026-311-0138-4101	SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	0%	-
026-311-0138-4120	O.A.S.D.I.	-	-	-	-	-	0%	-
026-311-0138-4126	HUNTINGTON ST PROJECT	-	-	-	-	-	0%	-
026-311-0138-4128	HUNTINGTON ST PROJECT	-	-	-	-	-	0%	-
026-311-0138-4130	WORKER'S COMPENSATION INS.	-	-	-	-	-	0%	-
026-311-0138-4136	HUNTINGTON ST PROJECT	-	-	-	-	-	0%	-
<i>Personnel Costs</i>		-	-	-	-	-	0%	-
026-152-0561-4260	NEIGHBORHOOD CLEANUP PROGRAM	-	-	-	25,000	-	0%	-
026-107-0185-4270	SMALL BUSINESS ASST PROGRAM	-	-	-	5,500	-	0%	-
026-107-0185-4450	SMALL BUSINESS ASST PROGRAM	-	-	-	16,003	-	0%	-
026-311-0127-4270	PROFESSIONAL SERVICES	-	-	-	-	-	0%	-
026-311-0157-4260	SAN FERNANDO RD REHAB	-	-	-	-	-	0%	-
026-311-0159-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
026-311-0182-4260	CONTRACTUAL SERVICES	20,264	29,245	24,975	-	-	0%	-
026-311-0182-4600	PICO ST & SF RD IMPRV NO. 602080-19	-	467,056	-	-	-	0%	-
026-420-0185-4270	BUSINESS ASSISTANCE PRG NO. 602498-21	-	19,110	-	-	-	0%	-
026-382-8530-4270	WATER BILL ASSISTANCE PRG	-	-	-	-	-	0%	-
026-420-0185-4270	BUSINESS ASSISTANCE PRG.	-	-	-	-	-	0%	-
026-420-0329-4260	CONTRACTUAL SERVICES	2,190	-	-	-	-	0%	-
026-420-0329-4300	DEPARTMENT SUPPLIES	16,845	-	-	-	-	0%	-
026-420-0887-4260	RESIDENT RECREATION PROG SCHOLARSHIPS	-	-	4,092	17,496	1,238	7%	-
026-420-0887-4300	RESIDENT RECREATION PROG SCHOLARSHIPS	-	-	1,382	2,504	-	0%	-
026-420-7533-4270	FINANCIAL LITERACY	-	-	-	20,000	-	0%	-
026-422-0336-4260	CONTRACTUAL SERVICES	8,799	-	-	-	-	0%	-
026-422-0336-4300	DEPARTMENT SUPPLIES	100,019	-	-	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<b>148,117</b>	<b>515,411</b>	<b>30,449</b>	<b>86,503</b>	<b>1,238</b>	<b>1%</b>	<b>-</b>

<b>APPROPRIATIONS (Cont.)</b>		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>As of</b>	<b>2024</b>	<b>2025</b>
<b>Account Number &amp; Title</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>12/31/23</b>	<b>% Used</b>	<b>Proposed</b>
026-311-0157-4600	SAN FERNANDO RD REHAB NO. 601994-18	-	-	-	-	-	0%	-
026-311-0159-4600	SF RD ST., CURB, GUTTER & RAMP	-	-	-	-	-	0%	-
026-311-0182-4600	PICO ST. & SF RD IMPROVEMENTS	-	-	-	-	-	0%	-
026-311-XXXX-4600	TBD	-	-	-	-	-	0%	-
<i>Capital Costs</i>		-	-	-	-	-	0%	-
<b>Total Appropriations</b>		<b>148,117</b>	<b>515,411</b>	<b>30,449</b>	<b>86,503</b>	<b>1,238</b>	<b>1%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>355</b>	<b>(24,814)</b>	<b>26,998</b>	<b>-</b>	<b>(615)</b>		<b>-</b>
<b>Ending Balance:</b>		<b>24,814</b>	<b>-</b>	<b>51,812</b>	<b>-</b>			<b>-</b>

**STREET LIGHTING FUND****FUND NO. 027****FUND OVERVIEW**

This fund accounts for revenue generated from the city's voter approved Landscape and Lighting Act Assessment to maintain and repair approximately 427 City-owned street lights and circuits and pay Southern California Edison for maintenance and electrical power for an additional 1,200 street lights.

With the passage of Proposition 218 in 1996, any increase of the current assessment is subject to approval through a new balloting process. Since the assessments have not had an increase to meet rising costs, this fund has a deficit and is subsidized by the General Fund.

**MAJOR PROJECTS/PROGRAMS**

- Annual Landscaping and Lighting Engineer's Report

**Fund: Street Lighting**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		232,111	377,643	386,556	469,156			448,768
REVENUES		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3110-0000	SECURED PROPERTY TAXES-CURR YR	323,283	323,245	324,649	325,000	131,176	40%	325,000
3130-0000	PRIOR YEARS PROPERTY TAXES	(7)	742	(37)	-	-	0%	-
3150-0000	PROPERTY TAX PENALTIES & INT	17,878	8,867	8,808	-	1,753	0%	-
3970-0000	TRANSFER FROM GENERAL FUND	20,000	-	-	-	-	0%	-
<b>Total Revenues</b>		<b>361,153</b>	<b>332,854</b>	<b>333,420</b>	<b>325,000</b>	<b>132,929</b>	<b>41%</b>	<b>325,000</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Adjusted	Actual	Adjusted	12/31/2023	% Used	Proposed
027-180-0000-4127	RETIRED EMP. HEALTH INS.	8,631	18,950	5,070	-	2,171	0%	-
027-344-0000-4101	SALARIES-PERMANENT EMPLOYEES	23,076	68,092	43,081	46,201	22,742	49%	50,193
027-344-0000-4103	WAGES-TEMPORARY & PART TIME	-	-	-	-	-	0%	-
027-344-0000-4105	OVERTIME	-	729	953	-	262	0%	-
027-344-0000-4120	O.A.S.D.I.	1,765	5,148	3,369	3,534	1,760	50%	3,840
027-344-0000-4124	RETIREMENT	4,060	10,162	3,893	3,534	1,797	51%	4,051
027-344-0000-4126	HEALTH INSURANCE	6,343	15,165	14,951	17,881	7,652	43%	18,203
027-344-0000-4128	DENTAL INSURANCE	482	1,443	1,390	-	660	0%	569
027-344-0000-4129	RETIREE HEALTH SAVINGS	3	471	1,106	1,170	525	45%	780
027-344-0000-4130	WORKER'S COMPENSATION INS.	2,800	7,579	6,256	6,570	3,271	50%	5,020
027-344-0000-4134	LONG TERM DISABILITY INSURANCE	-	241	-	-	-	0%	-
027-344-0000-4136	OPTICAL INSURANCE	148	379	227	-	125	0%	190
027-344-0000-4138	LIFE INSURANCE	24	41	61	59	30	52%	59
027-344-3689-XXXX	COVID-19 GLOBAL OUTBREAK	30	-	-	-	-	0%	-
<i>Personnel Costs</i>		<i>47,362</i>	<i>128,399</i>	<i>80,357</i>	<i>78,949</i>	<i>40,995</i>	<i>52%</i>	<i>82,905</i>
027-344-0000-4210	UTILITIES	107,886	130,353	145,728	100,000	40,666	41%	100,000
027-344-0000-4260	CONTRACTUAL SERVICES	5,000	5,000	5,192	5,500	2,789	51%	5,500
027-344-0000-4300	DEPARTMENT SUPPLIES	-	1,299	4,842	10,000	2,784	28%	10,000
027-344-0000-4320	DEPARTMENT EQUIPMENT MAINT	148	-	-	375	-	0%	375
027-344-0000-4340	SMALL TOOLS	240	87	378	375	-	0%	375
027-344-0000-4390	VEHICLE ALLOW & MILEAGE	-	179	-	-	0	0%	-
027-344-0000-4480	COST ALLOCATION	51,182	51,180	14,323	27,685	13,842	50%	31,269
027-344-0301-4300	PW MAINT. & REPAIR SUPPLIES	3,803	7,443	-	8,000	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<i>168,259</i>	<i>195,542</i>	<i>170,463</i>	<i>151,935</i>	<i>60,081</i>	<i>40%</i>	<i>147,519</i>
027-344-0000-4500	CAPITAL EXPENSES	-	-	-	114,504	-	0%	-
<i>Capital Projects</i>		<i>-</i>	<i>-</i>	<i>-</i>	<i>114,504</i>	<i>-</i>	<i>0%</i>	<i>-</i>
<b>Total Appropriations</b>		<b>215,621</b>	<b>323,941</b>	<b>250,820</b>	<b>345,388</b>	<b>101,077</b>	<b>29%</b>	<b>230,424</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>145,532</b>	<b>8,913</b>	<b>82,600</b>	<b>(20,388)</b>	<b>31,852</b>		<b>94,576</b>
<b>Ending Balance:</b>		<b>377,643</b>	<b>386,556</b>	<b>469,156</b>	<b>448,768</b>			<b>543,344</b>



**MEASURE H FUND****FUND NO. 028****FUND OVERVIEW**

Measure H is Transaction and Use Tax to Prevent and Combat Homelessness, which became effective in March 2017 to provide revenue to combat the homeless crisis in Los Angeles County.

The purpose of Los Angeles County Measure H funds is to support programs that align with the County's New Framework to End Homelessness, focusing on all partners collaborating on these five actions – Coordinate, Prevent, Connect, House, and Stabilize. A key part of Measure H is the Local Solutions Fund, spanning five years (FY 2022-2027), which create multi-year agreements with regional and local jurisdictions responsible for administering homeless services and housing programs. These programs are expected to align with the strategies and guiding principles set forth in Los Angeles County's New Framework to End Homelessness. The guiding principles for cities receiving funding through this initiative are as follows:

1. Respond, at scale, to the persistently underserves
2. Expand the supply of permanent housing
3. Leverage the infrastructure and capacity of the mainstream and rehousing systems to advance local solutions
4. Advance racial equity, and work in partnership with people with lived expertise

**Fund: Measure H**  
**Resp. Dept: Community Development**

		Beginning Fund Balance:						
		-	-	-	-	-	-	-
<b>REVENUES</b>		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>As of</b>	<b>2024</b>	<b>2025</b>
<b>Account Number &amp; Title</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>12/31/2023</b>	<b>% Used</b>	<b>Proposed</b>
3210-0000	SALES AND USE TAXES	-	-	-	25,576	-	0%	54,837
<b>Total Revenue</b>		-	-	-	<b>25,576</b>	-	<b>0%</b>	<b>54,837</b>
<b>APPROPRIATIONS</b>		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>As of</b>	<b>2024</b>	<b>2025</b>
<b>Account Number &amp; Title</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>12/31/2023</b>	<b>% Used</b>	<b>Proposed</b>
029-335-0000-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
029-335-0000-4270	PROFESSIONAL SERVICES	-	-	-	12,000	-	0%	-
029-335-0000-4300	DEPARTMENT SUPPLIES	-	-	-	13,576	2,154	16%	-
<i>Operations &amp; Maintenance Costs</i>		-	-	-	25,576	2,154	8%	-
<b>Total Appropriations</b>		-	-	-	<b>25,576</b>	<b>2,154</b>	<b>8%</b>	-
<b>ANNUAL SURPLUS/DEFICIT</b>		-	-	-	-	<b>(2,154)</b>		<b>54,837</b>
<b>Ending Balance:</b>		-	-	-	-	<b>(2,154)</b>		<b>54,837</b>

**PARKING AND MAINTENANCE  
OPERATIONS (M & O) – OFF STREET****FUND NO. 029****FUND OVERVIEW**

The Off-Street Parking Maintenance and Operations Fund accounts for the scheduled routine maintenance and cleaning of all City parking facilities as well as maintenance and operation of metered parking spaces throughout the City, the collection of meter monies, and repair or replacement of broken and vandalized parking meters.

**MAJOR PROJECTS/PROGRAMS**

- Parking Lots Re-pavement Project
- Analyze condition of parking lots and create re-pavement priority list
- Phase 2 of advanced parking metering in downtown mall area with ability to accept credit card payment.

**Fund: Parking & Maintenance Operations**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		374,846	342,810	342,810	340,919	207,420		
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3500-0000	INTEREST INCOME	3,879	2,966	6,311	-	634	0%	-
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(4,763)	(16,587)	(5,152)	-	19,862	0%	-
3509-0000	INTEREST INCOME - LEASES	-	659	676	-	-	0%	-
3510-0000	FILMING REVENUE	-	-	15,898	-	10,858	0%	-
3525-0000	LEASE REVENUE	-	(372)	(372)	-	-	0%	-
3520-0000	RENTAL INCOME	22,345	26,422	26,027	26,050	13,135	50%	26,050
3737-0000	EV CHARGING STATIONS	1,699	5,457	7,547	6,500	3,120	48%	6,500
3850-0000	PARKING METER REVENUE-STREETS	88,897	130,254	115,618	117,000	55,471	47%	120,000
3855-0000	PARKING METER REVENUE-LOT 6N	-	-	-	-	-	0%	-
3870-0000	BUSINESS LICENSE TAX-AREA A	21,979	56,007	57,841	55,000	3,321	6%	57,500
3910-0000	SALE OF PROPERTY & EQUIPMENT	-	-	-	-	4,850	0%	-
3978-0000	TRANS FROM RETIREMENT TAX FUND	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>134,037</b>	<b>204,807</b>	<b>224,394</b>	<b>204,550</b>	<b>111,251</b>	<b>54%</b>	<b>210,050</b>

APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
029-335-0000-4101	SALARIES-PERMANENT EMPLOYEES	48,189	73,312	48,231	50,595	24,568	49%	74,168
029-335-0000-4103	WAGES-TEMPORARY & PART-TIME	-	-	300	-	138	0%	-
029-335-0000-4105	OVERTIME	2,633	1,517	-	-	181	0%	-
029-335-0000-4120	O.A.S.D.I.	3,888	5,718	3,713	3,842	1,904	50%	5,674
029-335-0000-4124	RETIREMENT	8,245	12,659	6,079	5,976	3,152	53%	13,212
029-335-0000-4126	HEALTH INSURANCE	16,601	21,766	16,085	17,112	8,399	49%	28,817
029-335-0000-4128	DENTAL INSURANCE	1,232	1,303	1,325	535	554	104%	901
029-335-0000-4129	RETIREE HEALTH SAVINGS	500	773	772	900	385	43%	396
029-335-0000-4130	WORKER'S COMPENSATION INS.	7,227	10,539	4,848	7,141	2,519	35%	7,417
029-335-0000-4134	LONG TERM DISABILITY INSURANCE	-	141	-	-	-	0%	-
029-335-0000-4136	OPTICAL INSURANCE	249	283	231	96	102	106%	301
029-335-0000-4138	LIFE INSURANCE	59	94	76	68	35	51%	82
<i>Personnel Costs</i>		<i>88,823</i>	<i>128,103</i>	<i>81,660</i>	<i>86,265</i>	<i>41,937</i>	<i>49%</i>	<i>130,968</i>
029-335-0000-4210	UTILITIES	26,041	26,705	32,190	22,000	9,933	45%	25,000
029-335-0000-4250	RENTS AND LEASES	-	-	-	-	-	0%	-
029-335-0000-4260	CONTRACTUAL SERVICES	-	4,445	52,512	73,500	5,718	8%	53,000
029-335-0000-4270	PROFESSIONAL SERVICES	-	1,978	-	-	-	0%	-
029-335-0000-4300	DEPARTMENT SUPPLIES	17,619	20,671	16,055	20,232	967	5%	16,000
029-335-0000-4302	PERMIT PARKING EXPENSE	-	-	-	-	-	0%	-
029-335-0000-4320	DEPARTMENT EQUIPMENT MAINT	-	-	-	-	521	0%	-
029-335-0000-4330	BLDG MAINT & REPAIRS	-	-	1,562	-	-	0%	-
029-335-0000-4340	SMALL TOOLS	181	250	247	250	-	0%	-
029-335-0000-4360	PERSONNEL TRAINING	-	-	-	150	-	0%	-
029-335-0000-4370	MEETINGS, MEMBERSHIPS & TRAVEL	-	-	-	-	-	0%	-
029-335-0000-4400	VEHICLE OPERATION & MAINT	1,120	3,511	3,052	4,500	118	3%	3,000
029-335-0000-4402	FUEL	1,729	1,997	1,740	1,600	733	46%	1,800
029-335-0000-4480	COST ALLOCATION	30,559	30,600	23,813	29,552	14,776	50%	35,052
029-335-0301-4300	PW MAINT. & REPAIR SUPPLIES	-	-	-	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<i>77,249</i>	<i>90,157</i>	<i>131,171</i>	<i>151,784</i>	<i>32,766</i>	<i>22%</i>	<i>133,852</i>

<b>APPROPRIATIONS (Cont.)</b>		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>As of</b>	<b>2024</b>	<b>2025</b>
<b>Account Number &amp; Title</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>12/31/2023</b>	<b>% Used</b>	<b>Proposed</b>
029-335-0000-4500	CAPITAL EQUIPMENT	-	-	-	-	-	0%	-
029-335-0000-4600	CAPITAL PROJECTS	-	-	-	100,000	-	0%	50,000
029-335-0559-4600	CP PARKING LOT 5 IMPROVEMENTS	-	-	-	-	-	0%	-
029-335-3699-4600	ELECTR VEH CHARGING STATIONS NO.16076	-	-	-	-	-	0%	-
<i>Capital Projects</i>		-	-	-	<i>100,000</i>	-	<i>0%</i>	<i>50,000</i>
<b>Total Appropriations</b>		<b>166,073</b>	<b>218,261</b>	<b>212,831</b>	<b>338,049</b>	<b>74,703</b>	<b>22%</b>	<b>314,820</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(32,036)</b>	<b>(13,454)</b>	<b>11,563</b>	<b>(133,499)</b>	<b>36,548</b>		<b>(104,770)</b>
<b>Ending Balance:</b>		<b>342,810</b>	<b>329,356</b>	<b>354,373</b>	<b>207,420</b>			<b>102,650</b>

**MALL MAINTENANCE OPERATIONS****FUND NO. 030****FUND OVERVIEW**

The Mall Maintenance Operations Fund accounts for the Downtown Area Parking, and Mall Maintenance Assessment District. The City receives the funds and is responsible for maintenance and upkeep, including capital improvements, in the downtown area.

**Fund: Mall Maintenance Operations**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:						
		(18,121)	(30,829)	(107,269)	(158,523)		(105,523)	
REVENUES		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3930-0000	MALL MAINTENANCE LEVY	29,024	50,113	44,090	53,000	5,035	10%	60,000
<b>Total Revenue</b>		<b>29,024</b>	<b>50,113</b>	<b>44,090</b>	<b>53,000</b>	<b>5,035</b>	<b>10%</b>	<b>60,000</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
030-341-0000-4101	SALARIES-PERMANENT EMPLOYEES	11,568	48,012	1,323	-	102	0%	-
030-341-0000-4103	WAGES-TEMPORARY & PART-TIME	4,849	21,269	30,780	-	3,216	0%	-
030-341-0000-4105	OVERTIME	2,161	11,586	27,284	-	19,552	0%	-
030-341-0000-4120	O.A.S.D.I.	1,421	6,186	4,544	-	1,750	0%	-
030-341-0000-4124	RETIREMENT	2,129	4,352	21	-	-	0%	-
030-341-0000-4126	HEALTH INSURANCE	2,962	14,216	-	-	-	0%	-
030-341-0000-4128	DENTAL INSURANCE	238	63	-	-	-	0%	-
030-341-0000-4129	RETIREE HEALTH SAVINGS	122	975	287	-	178	0%	-
030-341-0000-4130	WORKER'S COMPENSATION INS.	2,287	10,033	7,283	-	2,926	0%	-
030-341-0000-4136	OPTICAL INSURANCE	49	11	-	-	-	0%	-
030-341-0000-4138	LIFE INSURANCE	15	98	-	-	-	0%	-
<i>Personnel Costs</i>		<i>27,801</i>	<i>116,800</i>	<i>71,522</i>	<i>-</i>	<i>27,724</i>	<i>0%</i>	<i>-</i>
030-341-0000-4210	UTILITIES	590	838	874	-	216	0%	-
030-341-0000-4250	RENT & LEASES	-	-	-	-	-	0%	-
030-341-0000-4260	CONTRACT SERVICES	-	-	-	-	-	0%	-
030-341-0000-4300	DEPARTMENT SUPPLIES	2,777	4,537	2,450	-	1,185	0%	-
030-341-0000-4310	EQUIPMENT AND SUPPLIES	-	-	150	-	-	0%	-
030-341-0000-4320	DEPARTMENT EQUIPMENT MAINT	-	-	-	-	-	0%	-
030-341-0000-4325	UNIFORM ALLOWANCE	-	-	-	-	-	0%	-
030-341-0000-4325	UNIFORM ALLOW-FULL TIME EMP	-	-	-	-	-	0%	-
030-341-0000-4340	SMALL TOOLS	495	200	-	-	-	0%	-
030-341-0301-4300	DEPARTMENT SUPPLIES	6,193	4,178	2,996	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<i>10,055</i>	<i>9,754</i>	<i>6,470</i>	<i>-</i>	<i>1,401</i>	<i>0%</i>	<i>-</i>
030-341-0000-4706	LIABILITY CHARGE	-	-	-	-	-	0%	-
030-341-0000-4743	FACILITY MAINTENANCE CHARGE	3,876	-	17,352	-	-	0%	-
<i>Internal Service Charges</i>		<i>3,876</i>	<i>-</i>	<i>17,352</i>	<i>-</i>	<i>-</i>	<i>0%</i>	<i>-</i>
030-341-0000-4500	CAPITAL EXPENSES	-	-	-	-	-	0%	-
<i>Capital Costs</i>		<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0%</i>	<i>-</i>
<b>Total Appropriations</b>		<b>41,732</b>	<b>126,553</b>	<b>95,344</b>	<b>-</b>	<b>29,125</b>	<b>0%</b>	<b>-</b>
ANNUAL SURPLUS/DEFICIT		(12,708)	(76,440)	(51,254)	53,000	(24,090)		60,000
Ending Balance:		(30,829)	(107,269)	(158,523)	(105,523)			(45,523)

\*Note: Separated from General Fund and moved to a Special Fund in FY 2019-2020

**CAPITAL OUTLAY FUND****FUND NO. 032****FUND OVERVIEW**

This fund is used to account for the acquisition, construction and completion of permanent public improvements typically funded by the General Fund. Funds are transferred from the General Fund and set-aside to fund certain capital projects.

**MAJOR PROJECTS/PROGRAMS**

- Annual Street Resurfacing Project
- Sidewalk Repair Project
- Signage and Pavement Marking Program
- Project Match – CalOES Community Power Resiliency Grant – Park Emergency Generators Project
- Tree Replacement Program



**Fund: Capital Outlay (General Fund)**

**Resp. Dept: Public Works**

		Beginning Fund Balance:		68,838	60,390	1,857,537	1,483,638	56,348	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
3231-0174	PEG CAPITAL FEE	-	-	-	-	-	0%	-	
3970-0000	TRANSFER FROM GENERAL FUND	-	1,742,803	3,053,194	-	-	0%	-	
3992-0000	TRANSFER FROM SEWER FUND	-	28,321	-	-	-	0%	-	
3970-0000	TRANSFER FROM WATER FUND	-	169,926	-	-	-	0%	-	
<b>Total Revenues</b>		-	<b>1,941,050</b>	<b>3,053,194</b>	-	-	<b>0%</b>	-	
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
032-150-0578-4270	ADAPTATION PLANNING GRT# OPR23125	-	-	-	37,860	-	0%	-	
032-311-0000-4600	CAPITAL PROJECTS	-	-	10,125	125,570	-	0%	-	
032-311-0182-4600	PICO ST & SF RD IMPROVEMENTS	-	40,000	-	-	-	0%	-	
032-311-0560-4600	STREET RESURFACING PROGRAM	-	-	690,286	101,909	-	0%	-	
032-311-0628-4600	SF SAFE & ACTIVE ST IMPLEMENTATION	-	6,448	-	-	-	0%	-	
032-311-0866-4600	SIDEWALK REPAIR PROJECT	-	-	22,160	2,840	1,065	38%	-	
032-346-0665-4600	TREE REPLACEMENT PROGRAM	8,448	4,000	-	31,638	-	0%	-	
032-370-3648-4270	COMMUNITY POWER RESILIENCY PRG	-	12,750	2,250	-	-	0%	-	
032-390-0765-4600	HVAC SYSTEM FOR PD FACILITY	-	80,705	2,702,272	1,127,473	679,139	60%	-	
<i>Capital Projects</i>		<i>8,448</i>	<i>143,903</i>	<i>3,427,093</i>	<i>1,427,290</i>	<i>680,204</i>	<i>48%</i>	-	
<b>Total Appropriations</b>		<b>8,448</b>	<b>143,903</b>	<b>3,427,093</b>	<b>1,427,290</b>	<b>680,204</b>	<b>48%</b>	-	
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(8,448)</b>	<b>1,797,147</b>	<b>(373,899)</b>	<b>(1,427,290)</b>	<b>(680,204)</b>		-	
<b>Ending Balance:</b>		<b>60,390</b>	<b>1,857,537</b>	<b>1,483,638</b>	<b>56,348</b>			<b>56,348</b>	

**PAVEMENT MANAGEMENT FUND****FUND NO. 050****FUND OVERVIEW**

This fund was used to account for fees paid by the former refuse operator. As part of the operating contract, the prior refuse operator was required to make an annual payment to the Pavement Management Fund, which would be used to pave City streets. This provision is not included in the current refuse operator's franchise agreement.

**Fund: Pavement Management Fund**  
**Resp. Dept: Public Works**

		Beginning Fund Balance:		14,264	14,261	14,261	13,734	13,734	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
3500-0000	INTEREST INCOME	153	118	238	-	24	-	-	
3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(156)	(645)	(155)	-	726	-	-	
3800-0000	MISCELLANEOUS REVENUE	-	-	-	-	-	-	-	
3978-0000	TRANS FROM RETIREMENT TAX FUND	-	-	-	-	-	-	-	
<b>Total Revenue</b>		<b>(3)</b>	<b>(527)</b>	<b>83</b>	<b>-</b>	<b>750</b>	<b>-</b>	<b>-</b>	
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
050-311-0000-4270	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	
<i>Operations &amp; Maintenance Costs</i>		-	-	-	-	-	-	-	
050-311-0000-4600	PARKING LOT IMPROVEMENTS	-	-	-	-	-	-	-	
050-311-0560-4600	ANNUAL STREET RESURFACING PROJECT	-	-	-	-	-	-	13,734	
<i>Capital Projects</i>		-	-	-	-	-	-	13,734	
050-310-0000-4901	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	
050-370-0000-4910	TRANSFER TO GRANT FUND	-	-	-	-	-	-	-	
<i>Transfers</i>		-	-	-	-	-	-	-	
<b>Total Appropriations</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,734</b>	
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(3)</b>	<b>(527)</b>	<b>83</b>	<b>-</b>	<b>750</b>	<b>-</b>	<b>(13,734)</b>	
<b>Ending Balance:</b>		<b>14,261</b>	<b>13,734</b>	<b>14,344</b>	<b>13,734</b>			<b>-</b>	

**COMMUNITY INVESTMENT FUND****FUND NO. 053****FUND OVERVIEW**

As part of the Collection Service Agreement with Consolidated (Republic) Disposal, the operator established a recycling revenue share program with the City to return \$10,000 annually from the proceeds from the sale of recyclable materials to appropriate in a Community Investment Fund. Each City Councilmember may select an annual event, program and/or City organization to provide \$2,000 from the Community Investment Fund.

This fund also accounts for other donations made to the City over which the City Council has discretion to appropriate toward a community event/program/scholarship.

**MAJOR PROJECTS/PROGRAMS**

- Republic community investment funds
- Independent Cities Financing Authority (ICFA) community investment funds

**Fund: Community Investment Fund**  
**Dept: City Manager's Office**

		Beginning Fund Balance:		28,266	31,019	31,019	28,507	31,019	
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
3954-0000	RECYCLING REVENUE SHARE PROGRAM	10,000	10,000	10,000	10,000	-	0%	10,000	
3607-0000	ICFA COMMUNITY INVESTMENT FUNDS	-	-	-	-	-	0%	-	
3607-1307	WOMEN'S RIGHT TO VOTE MURAL PRG.	-	1,553	7,500	-	-	0%	-	
3607-1355	VETERANS PROGRAM	-	-	-	-	-	0%	-	
3607-1380	L P SR CHECKBOOK	-	-	-	-	-	0%	-	
3607-3711	HEALTHY SF OPEN ST EVENT	-	-	-	-	-	0%	-	
3901-0000	MISCELLANEOUS REVENUE	-	-	250	-	-	0%	-	
3970-0000	TRANSFER FROM GENERAL FUND	-	-	-	25,000	12,500	50%	-	
<b>Total Revenues</b>		<b>10,000</b>	<b>11,553</b>	<b>17,750</b>	<b>35,000</b>	<b>12,500</b>	<b>36%</b>	<b>10,000</b>	

APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed	
053-101-0101-4430	ACTIVITIES AND PROGRAMS	750	1,822	2,428	-	-	0%	-	
053-101-0102-4430	ACTIVITIES AND PROGRAMS	1,000	1,250	3,850	-	-	0%	-	
053-101-0103-4430	ACTIVITIES AND PROGRAMS	4,553	-	-	2,000	-	0%	2,000	
053-101-0104-4430	ACTIVITIES AND PROGRAMS	-	-	-	2,000	600	30%	2,000	
053-101-0107-4430	ACTIVITIES AND PROGRAMS	-	1,747	1,230	2,000	1,235	62%	2,000	
053-101-0108-4430	ACTIVITIES AND PROGRAMS	-	1,746	500	2,000	500	25%	-	
053-101-0109-4430	ACTIVITIES AND PROGRAMS	944	-	-	-	-	0%	-	
053-101-0111-4430	ACTIVITIES AND PROGRAMS	-	-	-	-	-	0%	-	
053-101-0113-4430	ACTIVITIES AND PROGRAMS	-	-	-	2,000	850	43%	2,000	
053-101-0114-4430	ACTIVITIES AND PROGRAMS	-	-	-	-	-	0%	2,000	
053-115-0000-4390	ICFA SCHOLARSHIP (ED. COMM)	-	-	-	-	-	0%	-	
053-101-9818-4430	ACTIVITIES AND PROGRAMS	-	-	-	-	-	0%	-	
053-150-0545-4270	CONTRACTUAL SERVICES	-	-	-	25,000	-	0%	-	
053-194-1395-4300	5K RUNNING RACE	-	-	-	-	-	0%	-	
053-194-9810-4430	SENIOR ORCHESTRA	-	-	-	-	-	0%	-	
053-420-1355-4300	VETERANS PROGRAM	-	7,500	-	-	-	0%	-	
053-420-1380-4300	L P SR CHECKBOOK	-	-	-	-	-	0%	-	
053-420-3711-4260	HEALTHY SF OPENT ST EVENT	-	-	-	-	-	0%	-	
053-420-0000-4430	ICFA SCHOLARSHIP (SP. ED. PRGM.)	-	-	-	-	-	0%	-	
<i>Operations &amp; Maintenance Costs</i>		<i>7,247</i>	<i>14,065</i>	<i>8,008</i>	<i>35,000</i>	<i>3,185</i>	<i>9%</i>	<i>10,000</i>	
<b>Total Appropriations</b>		<b>7,247</b>	<b>14,065</b>	<b>8,008</b>	<b>35,000</b>	<b>3,185</b>	<b>9%</b>	<b>10,000</b>	

ANNUAL SURPLUS/DEFICIT	2021	2022	2023	2024	As of 12/31/2023	2025
	2,753	(2,512)	9,742	-	9,315	-
<b>Ending Balance:</b>	<b>31,019</b>	<b>28,507</b>	<b>40,761</b>	<b>28,507</b>		<b>31,019</b>

**COMMUNITY DEVELOPMENT  
SURCHARGE FUND****FUND No. 055****FUND OVERVIEW**

This fund is used to account for receipts of business license and building related surcharges and disbursements, which fund building ongoing programs to promote disabled accessibility and the City's land management enterprise software. The Senate Bill (SB) 1186 fee is applied to the sale of business license renewals. Local jurisdictions are required to use the funds to increase certified access specialist (CASp) services and compliance with construction-related disability access requirements, primarily for training and retention of CASps to meet the needs of the public. A 10-percent surcharge is applied to all building construction activity fees to support the ongoing license and technical support for the City's land management enterprise software.

**MAJOR PROJECTS/PROGRAMS**

- Training and provision of a Certified Access Specialist inspections.
- Ongoing license and support for AIMS land management software.

**Fund: Comm. Development Surcharge Fund**  
**Dept: Community Development**

		Beginning Fund Balance:						
		61,098	93,312	120,263	166,049			177,947
REVENUES		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
055-3315-0000	GENERAL PLAN UPDATE SURCHARGE	9,291	9,749	8,812	10,000	6,000	60%	10,000
055-3351-0000	SB1186 STATE FEE	11,083	12,542	12,098	10,000	1,145	11%	12,000
055-3500-0000	INTEREST INCOME	931	990	2,848	-	320	0%	-
055-3508-0000	NET INCR/DECR FAIR VAL INVESTMENT	(463)	(5,662)	(4,079)	-	9,238	0%	-
055-3719-0154	AIMS MAINT & DEVELOP SURCHARGE EDGESOFT	36,333	34,292	52,469	30,000	25,068	84%	50,000
055-3900-0000	OTHER REVENUE	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>57,173</b>	<b>51,911</b>	<b>72,148</b>	<b>50,000</b>	<b>41,771</b>	<b>84%</b>	<b>72,000</b>
APPROPRIATIONS		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
055-135-0000-4260	CONTRACTUAL SERVICES	24,960	24,960	24,960	30,662	-	0%	32,000
055-140-0000-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
055-140-0000-4270	PROFESSIONAL SERVICES	-	-	-	-	-	0%	-
055-140-0000-4360	PERSONNEL TRAINING	-	-	-	6,000	-	0%	6,500
055-140-0000-4480	COST ALLOCATION	-	-	1,402	1,440	720	50%	1,852
<i>Operations &amp; Maintenance Costs</i>		<i>24,960</i>	<i>24,960</i>	<i>26,362</i>	<i>38,102</i>	<i>720</i>	<i>2%</i>	<i>40,352</i>
<b>Total Appropriations</b>		<b>24,960</b>	<b>24,960</b>	<b>26,362</b>	<b>38,102</b>	<b>720</b>	<b>2%</b>	<b>40,352</b>
ANNUAL SURPLUS/DEFICIT		32,213	26,951	45,786	11,898	41,051		31,648
<b>Ending Balance:</b>		<b>93,312</b>	<b>120,263</b>	<b>166,049</b>	<b>177,947</b>			<b>209,595</b>

**LOW/MODERATE INCOME HOUSING  
FUND****FUND NO. 094****FUND OVERVIEW**

Prior to dissolution of redevelopment in 2012, redevelopment agencies were required to set aside 20% of annual tax increment funds to a Low and Moderate Income Housing Fund (LMIHF) to improve and expand availability and supply of affordable housing in the redevelopment project area. The San Fernando Redevelopment Agency used the LMIHF set aside to subsidize low income development projects and provide housing loans to low income qualified individuals.

In accordance with state law, the San Fernando Redevelopment Agency also borrowed required Education Realignment and Augmentation Fund (ERAF) payments required by the state in 2010 and 2011 from available LMIHF reserves.

Subsequent to dissolution, LMIHF assets were transferred to the City as the Housing Successor Agency. Although there is no longer an annual funding stream through tax increment set-aside, the LMIHF receives revenue through outstanding loan repayments. These funds are restricted to fund low and moderate income housing activities.



**Fund: Low Income Housing**  
**Dept: Community Development**

		Beginning Fund Balance:					3,308,481	
		3,388,093	3,439,544	3,436,179	3,416,646			
<b>REVENUES</b>		2021	2022	2023	2024	As of	2024	2025
<b>Account Number &amp; Title</b>		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
3110-0000	TAX INCREMENT	-	-	-	-	-	0%	-
3500-0000	INTEREST AND RENTS	-	-	-	-	1,197	0%	-
3502-0000	INTEREST RECEIVED/RDA LOANS	615	471	380	700	30	4%	-
3503-0000	REVENUE/RDA LOANS	-	-	-	-	-	0%	-
3505-0000	EQUITY SHARE	55,021	-	-	-	-	0%	-
<b>Total Revenues</b>		<b>55,636</b>	<b>471</b>	<b>380</b>	<b>700</b>	<b>1,227</b>	<b>175%</b>	<b>-</b>
<b>APPROPRIATIONS</b>		2021	2022	2023	2024	As of	2024	2025
<b>Account Number &amp; Title</b>		Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
094-155-0000-4101	SALARIES-PERMANENT EMPLOYEES	3,292	3,439	14,330	22,656	6,284	28%	24,396
094-155-0000-4120	O.A.S.D.I.	252	263	1,158	1,733	853	49%	1,867
094-155-0000-4124	RETIREMENT	589	-	1,858	1,792	873	49%	1,969
094-155-0000-4126	HEALTH INSURANCE	-	-	1,407	7,153	-	0%	3,022
094-155-0000-4128	DENTAL INSURANCE	-	-	70	-	-	0%	95
094-155-0000-4129	RETIREE HEALTH SAVINGS	-	-	434	150	465	310%	300
094-155-0000-4130	WORKER'S COMPENSATION INS.	52	54	624	358	176	49%	305
094-155-0000-4136	OPTICAL INSURANCE	-	-	16	-	-	0%	32
094-155-0000-4138	LIFE INSURANCE	-	-	16	23	9	39%	23
<i>Personnel Costs</i>		<i>4,185</i>	<i>3,756</i>	<i>19,913</i>	<i>33,865</i>	<i>8,660</i>	<i>26%</i>	<i>32,009</i>
094-110-0000-4270	PROFESSIONAL SERVICES	-	-	-	75,000	-	0%	75,000
094-155-0000-4230	ADVERTISING	-	80	-	-	-	0%	-
094-155-0000-4270	PROFESSIONAL SERVICES	-	-	-	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<i>-</i>	<i>80</i>	<i>-</i>	<i>75,000</i>	<i>-</i>	<i>0%</i>	<i>75,000</i>
094-155-0000-4405	INTEREST EXPENSE	-	-	-	-	-	0%	-
094-155-0000-4450	OTHER EXPENSE	-	-	-	-	-	0%	-
<i>Capital Costs</i>		<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0%</i>	<i>-</i>
<b>Total Appropriations</b>		<b>4,185</b>	<b>3,836</b>	<b>19,913</b>	<b>108,865</b>	<b>8,660</b>	<b>8%</b>	<b>107,009</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>51,451</b>	<b>(3,365)</b>	<b>(19,533)</b>	<b>(108,165)</b>	<b>(7,433)</b>	<b>-</b>	<b>(107,009)</b>
<b>Ending Balance:</b>		<b>3,439,544</b>	<b>3,436,179</b>	<b>3,416,646</b>	<b>3,308,481</b>			<b>3,201,472</b>



**SAFETY REALIGNMENT FUND (AB 109)**

**FUND NO. 101**

**FUND OVERVIEW**

AB109 Public Safety Realignment was established to operate as a Tri-City Task Force (Burbank, Glendale, and San Fernando Police Departments). To monitor and conduct compliance checks on all local Post-release Supervised Persons (PSB's).

**Fund: AB109 Task Force Fund**  
**Resp. Dept: Police**

		Beginning Fund Balance:		14,107	14,107	14,127	14,127			14,127
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed		
	3500-0000 INTEREST INCOME	-	-	-	-	-	0%	-		
	3696-0101 AB109 TASK FORCE (STATE)	-	20	-	-	-	0%	-		
	<b>Total Revenues</b>	-	20	-	-	-	0%	-		
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed		
	101-225-0000-4105 OVERTIME	-	-	-	-	-	0%	-		
	101-225-0000-4120 O.A.S.D.I.	-	-	-	-	-	0%	-		
	101-225-0000-4130 WORKER'S COMPENSATION INS.	-	-	-	-	-	0%	-		
	<i>Personnel Costs</i>	-	-	-	-	-	0%	-		
	101-225-0000-4360 PERSONNEL TRAINING	-	-	-	-	-	0%	-		
	<i>Operations &amp; Maintenance Costs</i>	-	-	-	-	-	0%	-		
	<b>Total Appropriations</b>	-	-	-	-	-	0%	-		
ANNUAL SURPLUS/DEFICIT		-	-	-	-	-	-	-		
	<b>Ending Balance:</b>	14,107	14,127	14,127	14,127				14,127	

**CALIFORNIA ARTS COUNCIL****FUND NO. 108****FUND OVERVIEW**

The California Arts Council *Artists In Schools* (AIS) program supports projects that integrate community arts resources - artists and professional art organizations - into comprehensive, standards-based arts-learning at school sites. The AIS supports the Mariachi Master Apprentice Program (MMAP) as a long-term, in-depth arts education project in an after-school program that underscores the critical role the arts play in the students' development of creativity, overall well-being and academic achievement.

**Fund: California Arts Council**  
**Resp. Dept: Recreation & Community Services**

		Beginning Fund Balance:						
		-	(2,000)	-	4,330			-
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3697-3639	CA ARTS COUNCIL #AIS-16-00134	-	-	-	-	-	0%	-
3697-3647	CALIFORNIA ARTS COUNCIL #AE-EXT-17-1595	-	-	-	-	-	0%	-
3697-3653	CA ARTS COUNCIL #YAA-18-5353	-	-	-	-	-	0%	-
3697-3657	CALIFORNIA ARTS COUNCIL #YAA-19-7014	18,000	2,000	-	-	-	0%	-
3697-3658	CA ARTS COUNCIL #AS-14-0415	-	-	19,000	-	-	0%	-
3697-3659	CA ARTS COUNCIL #AS-15-0503	-	-	-	-	-	0%	-
3697-3694	CA ARTS COUNCIL #AIS 16-00118	-	-	-	25,000	-	0%	-
3697-3657	CA ARTS COUNCIL #AA-19-701	-	-	-	-	-	0%	-
<b>Total Revenue</b>		<b>18,000</b>	<b>2,000</b>	<b>19,000</b>	<b>25,000</b>	-	<b>0%</b>	-
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
108-424-3639-4260	CA ARTS COUNCIL #AIS-16-00134	-	-	-	-	-	0%	-
108-424-3647-4300	DEPARTMENT SUPPLIES	-	-	-	-	-	0%	-
108-424-3657-4260	CONTRACTUAL SERVICES	20,000	-	-	-	-	0%	-
108-424-3658-4260	CONTRACTUAL SERVICES	-	-	14,670	4,330	4,330	100%	-
108-424-3658-4300	DEPARTMENT SUPPLIES	-	-	-	-	-	0%	-
108-424-3658-4370	MEETINGS, MEMBERSHIPS & TRAVEL	-	-	-	-	-	0%	-
108-424-3659-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
108-424-3694-4260	CONTRACTUAL SERVICES	-	-	-	25,000	-	0%	-
108-424-3659-4300	DEPARTMENT SUPPLIES	-	-	-	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<i>20,000</i>	<i>-</i>	<i>14,670</i>	<i>29,330</i>	<i>4,330</i>	<i>15%</i>	<i>-</i>
<b>Total Appropriations</b>		<b>20,000</b>	<b>-</b>	<b>14,670</b>	<b>29,330</b>	<b>4,330</b>	<b>15%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>(2,000)</b>	<b>2,000</b>	<b>4,330</b>	<b>(4,330)</b>			<b>-</b>
<b>Ending Balance:</b>		<b>(2,000)</b>	<b>-</b>	<b>4,330</b>	<b>-</b>			<b>-</b>

**NATIONAL ENDOWMENT FOR THE  
ARTS (NEA)****FUND NO. 109****FUND OVERVIEW**

The National Endowment for the Arts supports the creation of art that meets the highest standards of excellence, public engagement with diverse and excellent art, lifelong learning in the arts, and the strengthening of communities through the arts. Funding supports the Mariachi Master Apprentice Program (MMAP) that connects music masters with students to preserve mariachi music traditions through a quality after school apprentice program.

MMAP includes the following required elements:

1. Experience: Participants experience exemplary works of art, in live form where possible, to gain increased knowledge and skills in the art form.
2. Create: Informed by their experience in an art form, participants will create or perform art.
3. Assess: Student learning is measured and assessed according to either national or state arts education standards.

**Fund: National Endowment for the Arts**  
**Resp. Dept: Recreation & Community Services**

		Beginning Fund Balance:						
		(18,149)	(17,348)	11,480	12,614			7,748
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3697-3614	NATIONAL ENDOWMENT FOR ARTS #1829547	-	-	-	55,000	-	0%	-
3697-3618	NATIONAL ENDOWMENT ARTS #16-5100-7054	-	-	-	-	-	0%	-
3697-3637	NATIONAL ENDWMENT FOR ARTS 1887949-55-22	-	-	-	-	-	0%	-
3697-3638	PARK GRANTS	-	50,000	-	-	-	0%	-
3697-3656	NATIONAL ENDOWMENT ARTS NO.18646955521	-	-	40,000	-	-	0%	-
3697-3678	NATIONAL ENDOWMENT ARTS	-	-	-	-	-	0%	-
3697-3692	NATIONAL ENDOWMENT FOR ARTS #1858258-55-20	-	40,000	-	-	-	0%	-
3697-3693	NATIONAL ENDOWMENT ARTS #1847750-55-19	50,000	-	-	-	-	0%	-
<b>Total Revenues</b>		<b>50,000</b>	<b>90,000</b>	<b>40,000</b>	<b>55,000</b>	-	<b>0%</b>	-
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
109-424-3614-4260	CONTRACTUAL SERVICES	-	-	-	55,000	-	0%	-
109-424-3618-4260	NAT. ENDOW. ARTS #16-5100-7054	-	-	-	-	-	0%	-
109-424-3637-4260	CONTRACTUAL SERVICES	-	-	37,386	4,746	17,614	371%	-
109-424-3638-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
109-424-3656-4260	CONTRACTUAL SERVICES	-	38,520	1,480	120	-	0%	-
109-424-3678-4260	CONTRACTUAL SERVICES	-	-	-	-	-	0%	-
109-424-3692-4260	CONTRACTUAL SERVICES	17,348	22,652	-	-	-	0%	-
109-424-3693-4260	CONTRACTUAL SERVICES	31,852	-	-	-	-	0%	-
<i>Operations &amp; Maintenance Costs</i>		<i>49,200</i>	<i>61,172</i>	<i>38,866</i>	<i>59,866</i>	<i>17,614</i>	<i>29%</i>	-
<b>Total Appropriations</b>		<b>49,200</b>	<b>61,172</b>	<b>38,866</b>	<b>59,866</b>	<b>17,614</b>	<b>29%</b>	-
<b>ANNUAL SURPLUS/DEFICIT</b>		<b>800</b>	<b>28,828</b>	<b>1,134</b>	<b>(4,866)</b>			-
	<b>Ending Balance:</b>	<b>(17,348)</b>	<b>11,480</b>	<b>12,614</b>	<b>7,748</b>			<b>7,748</b>

**OPERATING GRANTS FUND****FUND NO. 110****FUND OVERVIEW**

This section provides a consolidated look at operating grants. These funds are restricted and received from several different funding sources to fund specific operating purposes, including law enforcement and parks and recreation.



**Fund: Operating Grants**

**Resp. Dept: Various**

		Beginning Fund Balance:	55,818	(206,887)	(316,260)	(775,907)		(225,435)
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
110-3500-3649	YOUTH REINVESTMENT PROG BSCC 582-19	26	35	15	-	5	0%	-
110-3601-0184	COMMUNITY RESILIENCE PROGRAM	-	5,000	-	-	-	0%	-
110-3601-0522	INNOVATION PROGRAM NO. AO-22-617	-	-	-	26,483	26,483	100%	-
110-3640-3672	CENSUS 2020 EDU & OUTREACH ACTIVITIES	8,717	-	-	-	-	0%	-
110-3668-3608	HAZARD MITIGATION PROGRAM	-	-	16,855	-	-	0%	-
110-3668-3689	COVID-19 GLOBAL OUTBREAK	311,234	-	-	-	-	0%	-
110-3670-0536	CALAPP PROGRAM	-	-	-	40,000	-	0%	-
110-3670-0578	ADAPTATION PLANNING GRT# OPR23125	-	-	-	599,918	-	0%	-
110-3670-3609	PLANNING GRANT PRG 19-PGP-14026	-	-	-	-	-	0%	-
110-3670-3687	LOCAL EARLY ACTION PLANNING GRT (LEAP)	-	-	-	150,000	-	0%	-
110-3686-0838	URBAN FOREST MGMT GRT NO. 8GA21429	-	-	454	-	-	0%	-
110-3686-0869	SB1383 LOCAL ASSISTANCE GRT PROG	-	35,916	-	-	-	0%	-
110-3686-3671	CA WTR & WASTEWTR ARREARAGE PROG.	-	272,845	(12,554)	-	-	0%	-
110-3686-7527	SOCALGAS CLIMATE ADAPTATION & RESILIENCY	-	50,000	23,305	-	-	0%	-
110-3696-0568	SUBSTANCE ABUSE & MENTAL HEALTH-SAMHSA	-	-	-	757,583	-	0%	-
110-3696-3622	BSCC OFFICER WELLNESS & MENTAL HEALTH	-	-	-	25,000	-	0%	-
110-3696-3625	2019 URBAN AREA SECURITY INITIATIVE UASI	37,475	6,986	-	-	-	0%	-
110-3696-3627	OFFICE OF TRAFFIC SAFETY STEP PT20155	30,744	-	-	-	-	0%	-
110-3696-3628	OTS SELECTIVE TRAFFIC ENFOR STEP PT21053	2,201	13,164	-	-	-	0%	-
110-3696-3642	SCHOOL RESOURCE OFFICER	(360,000)	-	-	-	-	0%	-
110-3696-3644	LAW ENFORCEMENT MENTAL HEALTH&WELLNESS	-	-	-	104,914	2,250	2%	-
110-3696-3649	YOUTH REINVESTMENT PROG BSCC 582-19	139,731	193,602	261,558	-	-	0%	-
110-3696-3662	UASI URBAN AREA SEC. INITIATIVE #C1985	-	-	-	-	92,504	0%	-
110-3696-3663	HIGH FREQUENCY COMMUNICATIONS EQUIP PRG	-	-	-	119,175	-	0%	-
110-3696-3667	TOBACCO GRANT PROGRAM	-	-	3,307	160,858	-	0%	-
110-3696-3668	ALCOHOL POLICING PARTNERSHIP 22-APP24	-	-	25,454	-	24,410	0%	-
110-3696-3675	BULLETPROOF VESTS PARTNERSHIP 2022	-	-	-	-	-	0%	-
110-3696-3677	OFFICE OF TRAFFIC SAFETY (STEP) PT2207C	-	-	-	-	-	0%	-
110-3696-3678	BSCC ORGANIZED RETAIL THEFT GRANT	-	-	-	494,964	-	0%	-
110-3696-3681	ABC-OTS GRANT PROG 21-OTS-14	5,352	7,997	-	-	-	0%	-
110-3696-3683	HOMELESS OUTREACH SERVS TEAM PROJ	1,682	3,401	-	-	-	0%	-
110-3696-3684	UASI FY2022 CONTRACT NO. 2144	-	-	-	141,166	-	0%	-
110-3696-3713	ALCOHOLIC BEVERAGE CONTROL (ABC) GRANT	-	28,938	8,466	-	-	0%	-
110-3697-0517	NATURE ADV & DISCOVERY CAMP PRG	-	-	-	-	-	0%	-
110-3697-3682	HOMELESS SERVICES NO. AO-20-633	-	15,003	10,213	-	-	0%	-
110-3697-3691	FAMILY HIKE & WILDLIFE ACTIVITIES	-	-	-	-	-	0%	-
110-3697-3711	OPEN STREETS GRANT PROGRAM	-	-	-	900,909	-	0%	-
110-3697-3747	LA EDUCATION PARTNERSHIP GRT-LAEP	-	-	50,000	-	20,000	0%	-
110-3697-3748	SAN FERNANDO VALLEY MILE	-	40,000	36,500	-	-	0%	-
110-3901-3938	OPIOIDS SETTLEMENT	-	-	-	-	11,937	0%	-
<b>Total Revenues</b>		<b>177,162</b>	<b>672,887</b>	<b>423,573</b>	<b>3,520,970</b>	<b>177,589</b>	<b>5%</b>	<b>-</b>

APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
<b>City Manager's Office Grants</b>								
110-105-0184-4300	COMMUNITY RESILIENCE PROGRAM	-	459	-	-	-	0%	-
110-105-3672-4101	CENSUS 2020 EDU & OUTREACH ACTIVITIES	1,400	-	-	-	-	0%	-
110-105-3672-4270	CENSUS 2020 EDU & OUTREACH ACTIVITIES	9,157	-	-	-	-	0%	-
110-105-3672-4300	CENSUS 2020 EDU & OUTREACH ACTIVITIES	471	-	-	-	-	0%	-
110-105-3689-4101	COVID-19 GLOBAL OUTBREAK	8,679	-	-	-	-	0%	-
110-105-3689-4105	COVID-19 GLOBAL OUTBREAK	252	-	-	-	-	0%	-
110-105-3689-4120	COVID-19 GLOBAL OUTBREAK	646	-	-	-	-	0%	-
110-105-3689-4130	COVID-19 GLOBAL OUTBREAK	139	-	-	-	-	0%	-
110-105-3689-4300	COVID-19 GLOBAL OUTBREAK	4,218	-	-	-	-	0%	-
110-105-3689-4320	COVID-19 GLOBAL OUTBREAK	995	-	-	-	-	0%	-
110-106-3689-4101	COVID-19 GLOBAL OUTBREAK	225	-	-	-	-	0%	-
110-106-3689-4120	COVID-19 GLOBAL OUTBREAK	17	-	-	-	-	0%	-
110-106-3689-4130	COVID-19 GLOBAL OUTBREAK	4	-	-	-	-	0%	-
<b>Total City Manager's Office Grants</b>		<b>26,203</b>	<b>459</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>

**Fund: Operating Grants**  
**Resp. Dept: Various**

APPROPRIATIONS (Cont.)	2021	2022	2023	2024	As of	2024	2025
Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
<b>Administrative Services Grants</b>							
110-130-3649-4101 YOUTH REINVESTMENT PROG BSCC 582-19	1,964	1,554	1,027	-	-	0%	-
110-130-3649-4120 YOUTH REINVESTMENT PROG BSCC 582-19	150	119	79	-	-	0%	-
110-130-3649-4124 YOUTH REINVESTMENT PROG BSCC 582-19	483	389	258	-	-	0%	-
110-130-3649-4130 YOUTH REINVESTMENT PROG BSCC 582-19	35	25	16	-	-	0%	-
110-130-3689-4101 COVID-19 GLOBAL OUTBREAK	5,389	-	-	-	-	0%	-
110-130-3689-4105 COVID-19 GLOBAL OUTBREAK	272	-	-	-	-	0%	-
110-130-3689-4120 COVID-19 GLOBAL OUTBREAK	433	-	-	-	-	0%	-
110-130-3689-4129 COVID-19 GLOBAL OUTBREAK	18	-	-	-	-	0%	-
110-130-3689-4130 COVID-19 GLOBAL OUTBREAK	220	-	-	-	-	0%	-
110-130-3689-4300 COVID-19 GLOBAL OUTBREAK	518	-	-	-	-	0%	-
<i>Total Administrative Services Grants</i>	<i>9,483</i>	<i>2,087</i>	<i>1,380</i>	<i>-</i>	<i>-</i>	<i>0%</i>	<i>-</i>
<b>Community Development Grants</b>							
110-150-0536-4270 CALAPP PROGRAM	-	-	-	19,000	-	0%	-
110-150-0536-4300 CALAPP PROGRAM	-	-	-	21,000	-	0%	-
110-150-0578-4270 ADAPTATION PLANNING GRT# OPR23125	-	-	-	599,918	-	0%	-
110-150-3609-4270 PLANNING GRANT PRG 19-PGP-14026	53,816	94,220	11,291	674	-	0%	-
110-150-3687-4270 LOCAL EARLY ACTION PLANNING GRT (LEAP)	-	66,237	83,763	-	-	0%	-
110-150-3689-4101 COVID-19 GLOBAL OUTBREAK	2,870	-	-	-	-	0%	-
110-150-3689-4120 COVID-19 GLOBAL OUTBREAK	220	-	-	-	-	0%	-
110-150-3689-4129 COVID-19 GLOBAL OUTBREAK	20	-	-	-	-	0%	-
110-150-3689-4130 COVID-19 GLOBAL OUTBREAK	45	-	-	-	-	0%	-
110-150-7527-4270 SOCALGAS CLIMATE ADAPTATION & RESILIENCY	-	-	23,305	26,695	706	3%	-
110-152-3689-4101 COVID-19 GLOBAL OUTBREAK	4,144	-	-	-	-	0%	-
110-152-3689-4103 COVID-19 GLOBAL OUTBREAK	3,646	-	-	-	-	0%	-
110-152-3689-4120 COVID-19 GLOBAL OUTBREAK	596	-	-	-	-	0%	-
110-152-3689-4130 COVID-19 GLOBAL OUTBREAK	524	-	-	-	-	0%	-
110-152-3689-4300 COVID-19 GLOBAL OUTBREAK	159	-	-	-	-	0%	-
110-155-0522-4101 INNOVATION PROGRAM NO. AO-22-617	-	-	-	22,678	22,678	100%	-
110-155-0522-4120 INNOVATION PROGRAM NO. AO-22-617	-	-	-	1,363	1,363	100%	-
110-155-0522-4124 INNOVATION PROGRAM NO. AO-22-617	-	-	-	1,385	1,385	100%	-
110-155-0522-4129 INNOVATION PROGRAM NO. AO-22-617	-	-	-	776	776	100%	-
110-155-0522-4130 INNOVATION PROGRAM NO. AO-22-617	-	-	-	281	281	100%	-
<i>Total Community Development Grants</i>	<i>66,040</i>	<i>160,457</i>	<i>118,359</i>	<i>693,770</i>	<i>27,189</i>	<i>4%</i>	<i>-</i>
<b>Police Grants</b>							
110-220-3622-4260 BSCC-OFFICER WELLNESS & MENTAL HEALTH	-	-	-	15,000	-	0%	-
110-220-3622-4270 BSCC-OFFICER WELLNESS & MENTAL HEALTH	-	-	-	10,000	-	0%	-
110-220-3625-4500 2019 URBAN AREA SECURITY INITIATIVE UASI	585	-	-	-	-	0%	-
110-220-3644-4105 LAW ENFORCEMENT MENTAL HEALTH&WELLNESS	-	-	-	59,737	-	0%	-
110-220-3644-4270 LAW ENFORCEMENT MENTAL HEALTH&WELLNESS	-	-	2,250	19,350	-	0%	-
110-220-3644-4360 LAW ENFORCEMENT MENTAL HEALTH&WELLNESS	-	-	-	17,611	-	0%	-
110-220-3644-4370 LAW ENFORCEMENT MENTAL HEALTH&WELLNESS	-	-	-	9,270	-	0%	-
110-220-3662-4500 UASI URBAN AREA SEC. INITIATIVE #C1985	-	-	92,505	-	-	0%	-
110-220-3663-4500 HIGH FREQUENCY COMMUNICATIONS EQUIP PRG	-	-	-	59,968	59,208	99%	-
110-220-3675-4300 BULLETPROOF VESTS PARTNERSHIP 2022	-	-	-	23,874	19,536	82%	-
110-220-3678-4105 BSCC ORGANIZED RETAIL THEFT GRANT	-	-	-	39,204	-	0%	-
110-220-3678-4260 BSCC ORGANIZED RETAIL THEFT GRANT	-	-	-	100,000	-	0%	-
110-220-3678-4300 BSCC ORGANIZED RETAIL THEFT GRANT	-	-	-	5,575	-	0%	-
110-220-3678-4370 MEETINGS, MEMBERSHIPS & TRAVEL	-	-	-	3,570	-	0%	-
110-220-3678-4500 BSCC ORGANIZED RETAIL THEFT GRANT	-	-	-	346,615	-	0%	-
110-220-3684-4500 UASI FY2022 CONTRACT NO. 2144	-	-	-	141,466	-	0%	-
110-220-3938-4300 OPIOIDS SETTLEMENT	-	-	-	-	-	0%	-
110-222-3689-4300 COVID-19 GLOBAL OUTBREAK	45	-	-	-	-	0%	-
110-224-3689-4101 COVID-19 GLOBAL OUTBREAK	1,944	-	-	-	-	0%	-

**Fund: Operating Grants**

**Resp. Dept: Various**

APPROPRIATIONS (Cont.)		2021	2022	2023	2024	As of	2024	2025
Account Number & Title		Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
110-224-3689-4120	COVID-19 GLOBAL OUTBREAK	28	-	-	-	-	0%	-
110-224-3689-4130	COVID-19 GLOBAL OUTBREAK	389	-	-	-	-	0%	-
110-225-0568-4101	SUBSTANCE ABUSE & MENTAL HEALTH-SAMHSA	-	-	-	86,178	-	0%	-
110-225-0568-4120	SUBSTANCE ABUSE & MENTAL HEALTH-SAMHSA	-	-	-	1,000	-	0%	-
110-225-0568-4130	SUBSTANCE ABUSE & MENTAL HEALTH-SAMHSA	-	-	-	16,000	-	0%	-
110-225-0568-4260	SUBSTANCE ABUSE & MENTAL HEALTH-SAMHSA	-	-	-	598,150	-	0%	-
110-225-0568-4300	SUBSTANCE ABUSE & MENTAL HEALTH-SAMHSA	-	-	-	18,750	-	0%	-
110-225-0568-4310	SUBSTANCE ABUSE & MENTAL HEALTH-SAMHSA	-	-	-	37,505	-	0%	-
110-225-3627-4105	OFFICE OF TRAFFIC SAFETY STEP PT2015E	26,744	-	-	-	-	0%	-
110-225-3627-4300	OFFICE OF TRAFFIC SAFETY STEP PT2015E	4,000	-	-	-	-	0%	-
110-225-3628-4105	OTS SELECTIVE TRAFFIC ENFOR STEP PT21053	3,907	10,845	-	-	-	0%	-
110-225-3628-4120	O.A.S.D.I.	-	-	-	-	-	0%	-
110-225-3628-4130	WORKER'S COMPENSATION INS.	-	-	-	-	-	0%	-
110-225-3628-4300	DEPARTMENT SUPPLIES	-	-	-	-	-	0%	-
110-225-3628-4370	MEETINGS, MEMBERSHIPS & TRAVEL	275	-	-	-	-	0%	-
110-225-3667-4105	TOBACCO GRANT PROGRAM	-	2,749	3,993	64,832	1,483	2%	-
110-225-3667-4120	TOBACCO GRANT PROGRAM	-	48	58	3,137	22	1%	-
110-225-3667-4129	TOBACCO GRANT PROGRAM	-	13	64	-	21	0%	-
110-225-3667-4130	TOBACCO GRANT PROGRAM	-	532	799	11,565	297	3%	-
110-225-3667-4270	TOBACCO GRANT PROGRAM	-	-	-	5,416	-	0%	-
110-225-3667-4300	TOBACCO GRANT PROGRAM	-	81	-	18,919	-	0%	-
110-225-3667-4370	TOBACCO GRANT PROGRAM	-	-	-	1,530	-	0%	-
110-225-3668-4105	ALCOHOL POLICING PARTNERSHIP 22-APP24	-	-	40,632	-	-	0%	-
110-225-3668-4120	ALCOHOL POLICING PARTNERSHIP 22-APP24	-	-	741	-	-	0%	-
110-225-3668-4129	ALCOHOL POLICING PARTNERSHIP 22-APP24	-	-	245	-	-	0%	-
110-225-3668-4130	ALCOHOL POLICING PARTNERSHIP 22-APP24	-	-	7,815	-	-	0%	-
110-225-3668-4300	ALCOHOL POLICING PARTNERSHIP 22-APP24	-	-	1,979	-	-	0%	-
110-225-3668-4360	ALCOHOL POLICING PARTNERSHIP 22-APP24	-	-	-	-	-	0%	-
110-225-3676-4360	BSCC BEHAVIORAL HEALTH TRAINING GRT	495	-	-	-	-	0%	-
110-225-3676-4450	OTHER EXPENSE	-	2,475	-	-	-	0%	-
110-225-3677-4105	OFFICE OF TRAFFIC SAFETY (STEP) PT2207C	-	-	-	-	-	0%	-
110-225-3677-4120	OFFICE OF TRAFFIC SAFETY (STEP) PT2207C	-	-	-	-	-	0%	-
110-225-3677-4130	OFFICE OF TRAFFIC SAFETY (STEP) PT2207C	-	-	-	-	-	0%	-
110-225-3677-4300	OFFICE OF TRAFFIC SAFETY (STEP) PT2207C	-	-	-	-	-	0%	-
110-225-3677-4370	OFFICE OF TRAFFIC SAFETY (STEP) PT2207C	-	-	-	-	-	0%	-
110-225-3681-4105	ABC-OTS GRANT PROG 21-OTS-14	11,010	5,255	-	-	-	0%	-
110-225-3681-4120	ABC-OTS GRANT PROG 21-OTS-14	160	76	-	-	-	0%	-
110-225-3681-4129	ABC-OTS GRANT PROG 21-OTS-14	19	18	-	-	-	0%	-
110-225-3681-4130	ABC-OTS GRANT PROG 21-OTS-14	2,161	1,051	-	-	-	0%	-
110-225-3683-4105	OVERTIME	4,590	2,891	-	-	-	0%	-
110-225-3683-4120	O.A.S.D.I.	67	42	-	-	-	0%	-
110-225-3683-4129	RETIREE HEALTH SAVINGS	26	22	-	-	-	0%	-
110-225-3683-4130	WORKER'S COMPENSATION INS.	918	578	-	-	-	0%	-
110-225-3713-4105	OVERTIME	-	28,819	347	-	-	0%	-
110-225-3713-4120	O.A.S.D.I.	-	609	5	-	-	0%	-
110-225-3713-4129	ALCOHOLIC BEVERAGE CONTROL (ABC) GRANT	-	139	10	-	-	0%	-
110-225-3713-4130	WORKER'S COMPENSATION INS.	-	5,369	69	-	-	0%	-
110-225-3713-4300	DEPARTMENT SUPPLIES	-	2,172	-	-	-	0%	-
<i>Total Police Grants</i>		<i>57,362</i>	<i>63,783</i>	<i>151,512</i>	<i>1,714,222</i>	<i>80,566</i>	<i>5%</i>	<i>-</i>

**Fund: Operating Grants**

**Resp. Dept: Various**

APPROPRIATIONS (Cont.)	2021	2022	2023	2024	As of	2024	2025
Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/23	% Used	Proposed
<b>Public Works Grants</b>							
110-310-3608-4270 HAZARD MITIGATION PROGRAM	12,481	-	-	4,375	-	0%	-
110-310-3689-4101 COVID-19 GLOBAL OUTBREAK	505	-	-	-	-	0%	-
110-310-3689-4120 COVID-19 GLOBAL OUTBREAK	39	-	-	-	-	0%	-
110-310-3689-4130 COVID-19 GLOBAL OUTBREAK	26	-	-	-	-	0%	-
110-311-3689-4103 COVID-19 GLOBAL OUTBREAK	109	-	-	-	-	0%	-
110-311-3689-4120 COVID-19 GLOBAL OUTBREAK	8	-	-	-	-	0%	-
110-311-3689-4130 COVID-19 GLOBAL OUTBREAK	8	-	-	-	-	0%	-
110-320-3689-4101 COVID-19 GLOBAL OUTBREAK	810	-	-	-	-	0%	-
110-320-3689-4120 COVID-19 GLOBAL OUTBREAK	62	-	-	-	-	0%	-
110-320-3689-4124 COVID-19 GLOBAL OUTBREAK	204	-	-	-	-	0%	-
110-320-3689-4130 COVID-19 GLOBAL OUTBREAK	115	-	-	-	-	0%	-
110-344-3689-4101 COVID-19 GLOBAL OUTBREAK	69	-	-	-	-	0%	-
110-344-3689-4120 COVID-19 GLOBAL OUTBREAK	5	-	-	-	-	0%	-
110-344-3689-4124 COVID-19 GLOBAL OUTBREAK	17	-	-	-	-	0%	-
110-344-3689-4130 COVID-19 GLOBAL OUTBREAK	10	-	-	-	-	0%	-
110-346-0838-4270 URBAN FOREST MGMT GRT NO. 8GA21429	-	15,000	36,049	237,724	-	0%	-
110-350-0869-4260 SB1383 LOCAL ASSISTANCE GRT PROG	-	-	-	35,916	13,500	38%	-
110-360-3689-4101 COVID-19 GLOBAL OUTBREAK	1,471	-	-	-	-	0%	-
110-360-3689-4103 COVID-19 GLOBAL OUTBREAK	154	-	-	-	-	0%	-
110-360-3689-4120 COVID-19 GLOBAL OUTBREAK	124	-	-	-	-	0%	-
110-360-3689-4124 COVID-19 GLOBAL OUTBREAK	320	-	-	-	-	0%	-
110-360-3689-4129 COVID-19 GLOBAL OUTBREAK	14	-	-	-	-	0%	-
110-360-3689-4130 COVID-19 GLOBAL OUTBREAK	199	-	-	-	-	0%	-
110-381-3689-4101 COVID-19 GLOBAL OUTBREAK	1,094	-	-	-	-	0%	-
110-381-3689-4120 COVID-19 GLOBAL OUTBREAK	84	-	-	-	-	0%	-
110-381-3689-4124 COVID-19 GLOBAL OUTBREAK	201	-	-	-	-	0%	-
110-381-3689-4129 COVID-19 GLOBAL OUTBREAK	20	-	-	-	-	0%	-
110-381-3689-4130 COVID-19 GLOBAL OUTBREAK	156	-	-	-	-	0%	-
110-382-3671-4970 CA WTR & WASTEWTR ARREARAGE PROG.	-	163,673	-	-	-	0%	-
110-382-3671-4972 CA WTR & WASTEWTR ARREARAGE PROG.	-	93,559	-	-	-	0%	-
110-383-3689-4310 COVID-19 GLOBAL OUTBREAK	176	-	-	-	-	0%	-
110-390-3689-4101 COVID-19 GLOBAL OUTBREAK	1,052	-	-	-	-	0%	-
110-390-3689-4103 COVID-19 GLOBAL OUTBREAK	12	-	-	-	-	0%	-
110-390-3689-4120 COVID-19 GLOBAL OUTBREAK	81	-	-	-	-	0%	-
110-390-3689-4124 COVID-19 GLOBAL OUTBREAK	227	-	-	-	-	0%	-
110-390-3689-4129 COVID-19 GLOBAL OUTBREAK	1	-	-	-	-	0%	-
110-390-3689-4130 COVID-19 GLOBAL OUTBREAK	151	-	-	-	-	0%	-
110-390-3689-4300 COVID-19 GLOBAL OUTBREAK	2,645	-	-	-	-	0%	-
<i>Total Public Works Grants</i>	<i>22,652</i>	<i>272,231</i>	<i>36,049</i>	<i>278,015</i>	<i>13,500</i>	<i>5%</i>	<i>-</i>
<b>Recreation and Community Service Grants</b>							
110-420-0517-4101 NATURE ADV & DISCOVERY CAMP PRG	-	-	-	7,838	-	0%	-
110-420-0517-4120 NATURE ADV & DISCOVERY CAMP PRG	-	-	-	730	-	0%	-
110-420-0517-4130 NATURE ADV & DISCOVERY CAMP PRG	-	-	-	700	-	0%	-
110-420-0517-4260 NATURE ADV & DISCOVERY CAMP PRG	-	-	-	25,727	8,750	34%	-
110-420-0517-4300 NATURE ADV & DISCOVERY CAMP PRG	-	-	-	7,900	-	0%	-
110-420-3649-4101 YOUTH REINVESTMENT PROG BSCC 582-19	5,639	4,924	2,726	-	-	0%	-
110-420-3649-4120 YOUTH REINVESTMENT PROG BSCC 582-19	414	352	209	-	-	0%	-
110-420-3649-4124 YOUTH REINVESTMENT PROG BSCC 582-19	1,090	757	436	-	-	0%	-
110-420-3649-4129 YOUTH REINVESTMENT PROG BSCC 582-19	46	57	26	-	-	0%	-
110-420-3649-4130 YOUTH REINVESTMENT PROG BSCC 582-19	89	78	43	-	-	0%	-
110-420-3689-4101 COVID-19 GLOBAL OUTBREAK	1,076	-	-	-	-	0%	-
110-420-3689-4120 COVID-19 GLOBAL OUTBREAK	82	-	-	-	-	0%	-
110-420-3689-4129 COVID-19 GLOBAL OUTBREAK	7	-	-	-	-	0%	-
110-420-3689-4130 COVID-19 GLOBAL OUTBREAK	17	-	-	-	-	0%	-
110-420-3689-4300 COVID-19 GLOBAL OUTBREAK	687	-	-	-	-	0%	-
110-420-3711-4260 CONTRACTUAL SERVICES	-	-	292,538	207,462	195,025	94%	-
110-420-3748-4260 SAN FERNANDO VALLEY MILE	-	3,500	37,930	-	-	0%	-
110-422-3649-4270 YOUTH REINVESTMENT PROG BSCC 582-19	245,455	245,455	195,405	-	-	0%	-
110-422-3649-4300 YOUTH REINVESTMENT PROG BSCC 582-19	-	-	-	-	-	0%	-
110-422-3649-4370 YOUTH REINVESTMENT PROG BSCC 582-19	-	-	-	-	-	0%	-

**Fund: Operating Grants**

**Resp. Dept: Various**

APPROPRIATIONS (Cont.)	2021	2022	2023	2024	As of	2024	2025
Account Number & Title	Actual	Actual	Actual	Adjusted	12/31/2023	% Used	Proposed
110-422-3649-4450 OTHER EXPENSE	-	-	1,720	-	-	0%	-
110-422-3682-4270 HOMELESS SERVICES NO. AO-20-633	-	21,247	-	-	-	0%	-
110-422-3682-4300 HOMELESS SERVICES NO. AO-20-633	-	-	3,969	-	-	0%	-
110-422-3689-4300 COVID-19 GLOBAL OUTBREAK	109	-	-	-	-	0%	-
110-422-3691-4101 SALARIES-PERMANENT EMPLOYEES	-	4,665	4,612	-	1,956	0%	-
110-422-3691-4103 FAMILY HIKE & WILDLIFE ACTIVITIES	-	1,013	727	-	869	0%	-
110-422-3691-4120 O.A.S.D.I.	-	434	408	-	216	0%	-
110-422-3691-4124 RETIREMENT	-	359	353	-	155	0%	-
110-422-3691-4129 RETIREE HEALTH SAVINGS	-	91	65	-	11	0%	-
110-422-3691-4130 WORKER'S COMPENSATION INS.	-	254	377	-	208	0%	-
110-422-3691-4230 ADVERTISING	-	-	-	-	-	0%	-
110-422-3691-4260 CONTRACTUAL SERVICES	-	-	200	-	5,605	0%	-
110-422-3691-4270 PROFESSIONAL SERVICES	-	-	-	-	-	0%	-
110-422-3691-4310 EQUIPMENT AND SUPPLIES	-	57	366	-	130	0%	-
110-422-3747-4260 LA EDUCATION PARTNERSHIP GRT-LAEP	-	-	962	18,238	-	0%	-
110-422-3747-4300 LA EDUCATION PARTNERSHIP GRT-LAEP	-	-	3,460	5,353	371	7%	-
110-422-3747-4500 LA EDUCATION PARTNERSHIP GRT-LAEP	-	-	29,388	10,543	-	0%	-
110-423-3689-4103 COVID-19 GLOBAL OUTBREAK	2,971	-	-	-	-	0%	-
110-423-3689-4120 COVID-19 GLOBAL OUTBREAK	227	-	-	-	-	0%	-
110-423-3689-4130 COVID-19 GLOBAL OUTBREAK	216	-	-	-	-	0%	-
<i>Total Recreation and Community Service Grants</i>	<i>258,126</i>	<i>283,243</i>	<i>575,920</i>	<i>284,491</i>	<i>258,587</i>	<i>91%</i>	<i>-</i>
<b>Total Appropriations</b>	<b>439,867</b>	<b>782,260</b>	<b>883,219</b>	<b>2,970,498</b>	<b>379,842</b>	<b>13%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>	<b>(262,705)</b>	<b>(109,373)</b>	<b>(459,647)</b>	<b>550,472</b>	<b>(202,253)</b>		<b>-</b>
Ending Balance:	<b>(206,887)</b>	<b>(316,260)</b>	<b>(775,907)</b>	<b>(225,435)</b>			<b>(225,435)</b>

**COMMUNITY ORIENTED POLICING  
SERVICES (COPS) GRANT****FUND NO. 119****FUND OVERVIEW**

The Office of Community Oriented Policing Service (COPS) of the Department of Justice awards competitive, discretionary grants directly to law enforcement agencies across the United States to assist in enhancing public safety through implementation of community policing strategies.

In Fiscal Year 2015-2016, the City received grant funding to partially fund an additional police officer position for three years.

**MAJOR PROJECTS/PROGRAMS**

- Hire Police Officer to fill the position funded by the grant.

**Fund: DUI Avoid Campaign**  
**Resp. Dept: Police**

		Beginning Fund Balance:						3,056
		3,056	3,056	3,056	3,056			3,056
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
	3696-0880 FEDERAL FUNDS	-	-	-	-	-	-	-
	<b>Total Revenues</b>	-	-	-	-	-	-	-
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
	111-220-3670-4105 OVERTIME	-	-	-	-	-	-	-
	111-220-3670-4120 O.A.S.D.I. #AL1465	-	-	-	-	-	-	-
	111-220-3670-4130 WORKER'S COMPENSATION INS. #AL1465	-	-	-	-	-	-	-
	<i>Personnel Costs</i>	-	-	-	-	-	-	-
	<b>Total Appropriations</b>	-	-	-	-	-	-	-
ANNUAL SURPLUS/DEFICIT		-	-	-	-	-	-	-
<b>Ending Balance:</b>		<b>3,056</b>	<b>3,056</b>	<b>3,056</b>	<b>3,056</b>			<b>3,056</b>

**Fund: COPS Grant**  
**Resp. Dept: Police Department**

		Beginning Fund Balance:						
		(12,053)	(12,053)	(12,053)	(12,053)			(12,053)
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
	3696-3641 COPS SAFE SCHOOLS	-	-	-	-	-	-	-
	<b>Total Revenue</b>	-	-	-	-	-	-	-
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
	119-225-3641-4101 SALARIES-PERMANENT EMPLOYEES	-	-	-	-	-	-	-
	119-225-3641-4105 OVERTIME	-	-	-	-	-	-	-
	119-225-3641-4120 O.A.S.D.I.	-	-	-	-	-	-	-
	119-225-3641-4126 HEALTH INSURANCE	-	-	-	-	-	-	-
	119-225-3641-4124 RETIREMENT	-	-	-	-	-	-	-
	119-225-3641-4128 DENTAL INSURANCE	-	-	-	-	-	-	-
	119-225-3641-4129 RETIREE HEALTH SAVINGS	-	-	-	-	-	-	-
	119-225-3641-4130 WORKERS COMPENSATION INS.	-	-	-	-	-	-	-
	119-225-3641-4134 LONG TERM DISABILITY INSURANCE	-	-	-	-	-	-	-
	119-225-3641-4136 OPTICAL INSURANCE	-	-	-	-	-	-	-
	119-225-3641-4138 LIFE INSURANCE	-	-	-	-	-	-	-
	<i>Personnel Costs</i>	-	-	-	-	-	-	-
	<b>Total Appropriations</b>	-	-	-	-	-	-	-
ANNUAL SURPLUS/DEFICIT		-	-	-	-	-	-	-
	<b>Ending Balance:</b>	<b>(12,053)</b>	<b>(12,053)</b>	<b>(12,053)</b>	<b>(12,053)</b>			<b>(12,053)</b>



**AMERICAN RESCUE PLAN ACT (ARPA)  
FUND****FUND NO. 121****FUND OVERVIEW**

The Coronavirus State and Local Fiscal Recovery Funds were approved as part of the American Rescue Plan Act to provide \$350 billion to state, local, and Tribal governments across the United States to support the response to, and recovery from, the COVID-19 public health emergency.

**MAJOR PROJECTS/PROGRAMS**

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts
- Maintain vital public services, even amid declines in revenue
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

**Fund: American Rescue Plan Act**  
**Resp. Dept: Administration**

		Beginning Fund Balance:						(0)
REVENUES	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
3668-3689	AMERICAN RESCUE PLAN ACT-COVID-19	112,878	137,122	5,568,340	-	-	0%	-
<b>Total Revenues</b>		<b>112,878</b>	<b>137,122</b>	<b>5,568,340</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
APPROPRIATIONS	Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/2023	2024 % Used	2025 Proposed
<b>Administration</b>								
121-101-3689-4300	DEPARTMENT SUPPLIES	1,400	-	-	-	-	0%	-
121-105-3689-4260	CONTRACTUAL SERVICES	425	-	-	-	-	0%	-
121-105-3689-4270	PROFESSIONAL SERVICES	3,531	-	-	200,000	10,080	5%	-
121-105-3689-4280	OFFICE SUPPLIES	2,654	-	-	-	-	0%	-
121-105-3689-4300	DEPARTMENT SUPPLIES	6,174	-	-	-	-	0%	-
121-107-3689-4270	COVID-19 GLOBAL OUTBREAK	-	-	-	250,000	-	0%	-
121-110-3689-4270	PROFESSIONAL SERVICES	5,454	483	-	-	-	0%	-
<i>Total Administration Grants</i>		<i>19,638</i>	<i>483</i>	<i>-</i>	<i>450,000</i>	<i>10,080</i>	<i>2%</i>	<i>-</i>
<b>Finance</b>								
121-130-3689-4300	DEPARTMENT SUPPLIES	1,058	22	-	-	-	0%	-
121-135-3689-4105	COVID-19 GLOBAL OUTBREAK	-	-	640	-	-	0%	-
121-135-3689-4120	COVID-19 GLOBAL OUTBREAK	-	-	49	-	-	0%	-
121-135-3689-4130	COVID-19 GLOBAL OUTBREAK	-	-	10	-	-	0%	-
121-135-3689-4260	CONTRACTUAL SERVICES	460	300	9,063	181,812	1,128	1%	-
121-135-3689-4600	COVID-19 GLOBAL OUTBREAK	-	-	-	50,000	-	0%	-
121-190-0000-4300	DEPARTMENT SUPPLIES	-	4,285	-	-	-	0%	-
121-190-3689-4270	PROFESSIONAL SERVICES	-	42,059	-	-	-	0%	-
<i>Total Finance Grants</i>		<i>1,518</i>	<i>46,666</i>	<i>9,762</i>	<i>231,812</i>	<i>1,128</i>	<i>0%</i>	<i>-</i>
<b>Community Development</b>								
121-150-3689-4300	DEPARTMENT SUPPLIES	31	-	-	-	-	0%	-
121-152-3689-4300	DEPARTMENT SUPPLIES	57	-	-	-	-	0%	-
121-151-3689-4270	COVID-19 GLOBAL OUTBREAK	-	-	-	-	-	0%	-
121-155-3689-4260	CONTRACTUAL SERVICES	-	-	35,000	265,000	-	0%	-
121-155-3689-4440	COVID-19 GLOBAL OUTBREAK	-	-	-	500,000	-	0%	-
<i>Total Community Development Grants</i>		<i>88</i>	<i>-</i>	<i>35,000</i>	<i>765,000</i>	<i>-</i>	<i>0%</i>	<i>-</i>
<b>Police</b>								
121-222-3689-4300	DEPARTMENT SUPPLIES	3,446	394	-	-	-	0%	-
<i>Total Police Grants</i>		<i>3,446</i>	<i>394</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0%</i>	<i>-</i>
<b>Public Works</b>								
121-311-3689-4300	DEPARTMENT SUPPLIES	764	-	-	-	-	0%	-
121-320-3689-4300	DEPARTMENT SUPPLIES	132	-	-	-	-	0%	-
121-383-3689-4310	EQUIPMENT & SUPPLIES	96	-	-	-	-	0%	-
121-385-0716-4600	UPPER RESERVOIR REPLACEMENT-DWR	-	-	-	850,000	7,900	1%	-
121-390-0000-4260	CONTRACTUAL SERVICES	-	43,500	649	-	-	0%	-
121-390-3648-4260	COMMUNITY POWER RESILIENCY PROG.	-	-	-	150,000	-	0%	-
121-390-3689-4260	CONTRACTUAL SERVICES	73,982	2,175	-	100,000	-	0%	-
121-390-3689-4300	DEPARTMENT SUPPLIES	4,812	-	-	-	-	0%	-
<i>Total Public Works Grants</i>		<i>79,785</i>	<i>45,675</i>	<i>649</i>	<i>1,100,000</i>	<i>7,900</i>	<i>1%</i>	<i>-</i>
<b>Recreation and Community Service</b>								
121-420-0671-4600	PIONEER PARK PLYGRD 2018 PARKS BOND ACT	-	-	-	254,961	-	0%	-
121-420-3689-4270	COVID GLOBAL OUTBREAK	-	-	-	50,000	-	0%	-
121-420-3689-4300	DEPARTMENT SUPPLIES	3,132	-	-	-	-	0%	-
121-422-3689-4300	DEPARTMENT SUPPLIES	720	-	-	-	-	0%	-
121-424-3689-4300	DEPARTMENT SUPPLIES	2,110	-	-	-	-	0%	-
<i>Total Recreation and Community Service Grants</i>		<i>5,961</i>	<i>-</i>	<i>-</i>	<i>304,961</i>	<i>-</i>	<i>0%</i>	<i>-</i>
<i>Operations &amp; Maintenance Costs</i>		<i>110,436</i>	<i>93,218</i>	<i>45,411</i>	<i>2,851,773</i>	<i>19,108</i>	<i>1%</i>	<i>-</i>

**Fund: American Rescue Plan Act**  
**Resp. Dept: Administration**

APPROPRIATIONS (Cont.) Account Number & Title	2021 Actual	2022 Actual	2023 Actual	2024 Adjusted	As of 12/31/23	2024 % Used	2025 Proposed
121-115-3689-4500 CAPITAL EXPENSE	-	36,377	-	-	-	0%	-
121-135-3689-4500 CAPITAL EXPENSE	-	-	17,240	103,870	1,031	1%	-
121-190-3689-4500 CAPITAL EXPENSE	-	-	-	-	-	0%	-
121-250-3689-4500 CAPITAL EXPENSE	2,442	-	-	-	-	0%	-
121-311-0560-4600 STREET RESURFACING PROGRAM	-	-	1,007,232	-	-	0%	-
121-311-3689-4600 COVID-19 GLOBAL OUTBREAK	-	-	-	950,000	-	0%	-
121-385-3689-4600 COVID-19 GLOBAL OUTBREAK	-	-	-	-	-	0%	-
121-422-3689-4600 COVID-19 GLOBAL OUTBREAK	-	-	-	400,000	-	0%	-
121-423-3689-4600 COVID-19 GLOBAL OUTBREAK	-	-	194,244	6,097	5,756	94%	-
<i>Capital Costs</i>	<i>2,442</i>	<i>36,377</i>	<i>1,218,716</i>	<i>1,459,967</i>	<i>6,787</i>	<i>0%</i>	<i>-</i>
<b>Total Appropriations</b>	<b>112,878</b>	<b>129,596</b>	<b>1,264,127</b>	<b>4,311,740</b>	<b>25,895</b>	<b>1%</b>	<b>-</b>
<b>ANNUAL SURPLUS/DEFICIT</b>	<b>-</b>	<b>7,526</b>	<b>4,304,213</b>	<b>(4,311,740)</b>	<b>(25,895)</b>		<b>-</b>
<b>Ending Balance:</b>	<b>-</b>	<b>7,526</b>	<b>4,311,740</b>	<b>(0)</b>			<b>(0)</b>

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**SECTION VI.**

**CAPITAL IMPROVEMENT  
PROGRAM**

**FISCAL YEAR 2024-2025**

**&**

**FISCAL YEAR 2025-2026**

**Capital Improvement Program  
Project Status (FY2024-25 and FY2025-26)**

Road Infrastructure Projects				
Project Number	Project Name	Program Year		Strategic Goals
		FY2024-25	FY2025-26	
0560	Phase 3:Annual Street Resurfacing Project	\$2,411,228	TBD	VI.2.a – Street Resurfacing
0560	Phase 4:Annual Street Resurfacing Project	\$1,255,208	TBD	VI.2.a – Street Resurfacing
0175	Phase 2: Bus Shelter Project	\$313,520	One Time	V.5 – Beautify and Update Bus Stops
0550/0551	Pacoima Wash Bikeway Project	\$4,392,491		V.7 – Improve City’s Trail Network
0567	Phase 2: Pacoima Wash Bikeway Project	\$5,773,530		V.7 – Improve City’s Trail Network
0510	Citywide Traffic Signal Synchronization Project	\$982,250	One Time	V – Reducing Traffic Congestion
0562	HSIP Cycle 8 Traffic Signal Improvements	\$1,721,227	One Time	V – Reducing Traffic Congestion
0847	Carlisle Green Alley Project	\$3,482,535		V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing
0671	Pioneer Park Playground Renovations Project	\$447,961		V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing
0156	Las Palmas Park Revitalization Project	\$3,703,261		V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing
TBD	Sidewalk Repair Project	\$500,000	TBD	V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing
0525	Fixed Route ADA Improvements Project	\$833,000	One Time	V – Reducing Traffic Congestion, V.3 – Pedestrian-focused

				Improvements, IV – Water Quality, V1.2.a – Street Resurfacing
TBD	Parking Meter Upgrade Project	\$150,000	TBD	V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing
<b>Water System Projects</b>				
Project Number	Project Name	Program Year		Strategic Goals
		FY2024-25	FY2025-26	
0716	Reservoir 4 Replacement Project	\$7,702,901	One Time	IV.3 – Water Storage Improvements
0857	Nitrate Treatment System: Well 2A	\$6,777,984	TBD	IV.3.e – Continue to use 100% local groundwater supply
TBD	Water Master Plan	\$100,000	Every Five years	Water Master Plan Water System Assesment
TBD	Water and Sewer Rate Study	\$50,000	Every Five years	Water & Sewer Rate Study
TBD	Lead Service Replacement Program	\$50,000	\$50,000	Lead Service Replacement Program
TBD	Meter Replacement Program ON GOING	\$85,000	\$85,000	Meter Replacement Program - ON GOING
TBD	Fire Hydrant Upgrade Program – ON GOING	\$50,000	\$50,000	Fire Hydrant Upgrade Program – ON GOING
<b>Sewer System Projects</b>				
Project Number	Project Name	Program Year		Strategic Goals
		FY2024-25	FY2025-26	
TBD	City-Wide CCTV Project	\$150,000	TBD	Sewer Line Monitoring
TBD	Sanitary Sewer Master Plan Project	\$250,000	Every Five years	Sewer Study
TBD	Sewer Line Replacement Project	\$1,095,000	TBD	Sewer Line Replacement

**ROAD INFRASTRUCTURE  
PROGRAM  
FISCAL YEAR 2024-2025  
&  
FISCAL YEAR 2025-2026**



**Title: Phase 3: Annual Street Resurfacing Project**
**Program Years:** FY2024-25

**Strategic Goals:** VI.2.a – Street Resurfacing

**Project:** 0560

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2024-25 Funds</b>
SB1	025-3623-0560	\$715,000	\$350,000
Measure R	012-3210-0560	\$145,000	
Measure M	024-3210-0560	\$345,000	
Prop C	008-3210-0000	\$200,000	
State Gas Tax	011-3850-0560	\$144,242	
Capital Outlay	032-3970-0560	\$101,908	
STP-L	022-3664-0560	\$159,313	
ARPA	121-3668-3689	\$250,000	
Subtotals from previous and new Fiscal Years:		<b>\$2,060,463</b>	<b>\$350,000</b>
<b>Total Sources (Phase 3):</b>		<b>\$2,411,228</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Design	012-311-0560-4600	\$59,759
Construction Management	012/032-311-0560-4600	\$191,260
Construction – Phase 3 including Optional Work	025/110/024/011-311-0560-4600	\$1,800,174
Contingency	008/022-311-0560-4600	\$360,035
<b>Total Uses:</b>		<b>\$2,411,228</b>

**Project Description:** Phase 3 of the Annual Street Resurfacing Project will focus on approximately two miles of streets that are moderately-to-significantly deteriorated with cracks and potholes, so a more robust three-step slurry seal process will be performed. These are streets that typically require an overlay treatment, which involves cold milling existing asphalt and placement of new asphalt. This three-step process involves multiple layers of asphalt slurry that help to fill, level, and create a more acceptable travel surface to the road at a significant reduction in price, when compared to traditional overlays.

**Schedule:** Construction has been awarded. Construction will begin June/July 2024 and be completed by October 2024.

**Title:** Phase 4: Annual Street Resurfacing Project

**Program Years:** FY2024-25

**Strategic Goals:** VI.2.a – Street Resurfacing

**Project:** 0560

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2024-25 Funds</b>	<b>FY2025-26 (estimated)</b>
SB1	025-3623-0560	\$150,000	\$600,000
Measure R	012-3210-0560	\$255,000	TBD
Measure M	024-3210-0560	\$450,000	TBD
Prop C	008-3210-0000	\$350,000	TBD
Pavement Management Fund	050-3800-0000	\$13,734	0
<b>Total Sources (FY 2024-25):</b>		<b>\$1,218,734</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Pavement Design/Construction Management	012/008-311-0560-4600	\$265,208
Street Construction	024/025/008/050-311-0560-4600	\$863,526
Contingency	008-311-0560-4600	\$90,000
<b>Total Uses:</b>		<b>\$1,218,734</b>

**Project Description:** The project will consist of 2-Step and 3-Step Slurry Seal treatments. It has yet to be determined the total miles of streets that will be treated.

**Schedule:** Design phase for the project is expected to begin in August 2024. Bid process expected begin in October 2024 with construction kicking off in January 2025.

**Title:** Phase 2 Bus Shelter Project

**Program Years:** FY2024-25

**Strategic Goals:** V.5 – Beautify and Update Bus Stops

**Project:** 0175

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2024-25 Funds</b>
FTA 5309 Grant	010-3686-0175	\$250,816	\$0
Prop C	008-3686-0175	\$62,704	\$0
Subtotals from previous and new Fiscal Years:		<b>\$313,520</b>	<b>\$0</b>
<b>Total Sources:</b>		<b>\$313,520</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Construction	010-311-0175-4600	\$250,816
Match requirement	008-313-0175-4600	\$62,704
<b>Total Uses:</b>		<b>\$313,520</b>

**Project Description:** The City is using the remainder of FTA funds left over from the Phase 1 Bus Shelter project to upgrade approximately eight (8) bus stops by adding shade structures and other bus stop modifications to improve the quality and comfort of passengers waiting for the bus.

**Schedule:** Procurement process for contractor will be completed by June 2024. Construction of new shade structures and bus stop improvements will be completed by Spring 2025.

**Title:** Pacoima Wash Bikeway Project

**Program Years:** FY 2024-25

**Strategic Goals:** V.7 – Improve City’s Trail Network

**Project:** 0550/0551/0549/0647

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2024-25 Funds</b>
CMAQ	010-3686-0549	\$1,513,000	\$0
ATP Cycle 3	010-3686-0550	\$973,000	\$0
AQMD/MSRC AB2726	010-3686-0551	\$354,000	\$0
Measure R	012-3210-0551	\$398,000	\$0
Measure M	024-3210-0551	\$217,000	\$0
SMMC Grant	010-3686-0647	\$937,491	\$0
Caltrans Grant (Assemblywoman Luz Rivas)	010-3686-0567	\$2,647,432	
Subtotals from previous and new Fiscal Years:		<b>\$7,039,923</b>	<b>\$0</b>
<b>Total Sources:</b>		<b>\$7,039,923</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Construction (Toro)	010/012/024-311-XXXX-4600	\$6,172,658
Construction Management (Willdan)	010/012/024-311-XXXX-4600	\$777,939
Studio-MLA	010/012/024-311-XXXX-4600	\$89,326
<b>Total Uses:</b>		<b>\$7,039,923</b>

**Project Description:** Construction of new bike path that extends a 1.34-mile length of the Pacoima Wash within the City of San Fernando, from 4<sup>th</sup> Street to 8<sup>th</sup> Street. It will also include a pedestrian/bike bridge over the Pacoima Wash at 8<sup>th</sup> Street, new fencing, lighting, wayfinding signage, and a bioretention swale.

**Schedule:** Construction is 85 percent complete. Scheduled to be 100 percent complete in August 2024.

**Title: Pacoima Wash Connect Bikeway Project (Phase 2)**

**Program Years:** FY2024-25

**Strategic Goals:** V.7 – Improve City’s Trail Network

**Project:** 0567

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2024-25 Funds</b>
State Budget Allocation (Assemblywoman Luz Rivas)	010-3656-0567	\$5,773,530	\$0
			\$0
Subtotals from previous and new Fiscal Years:		<b>\$5,773,530</b>	<b>\$0</b>
<b>Total Sources:</b>		<b>\$5,773,530</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Design	010-311-0567-4600	\$250,000
Construction Management, Inspections	010-311-0567-4600	\$300,000
Construction	010-311-0567-4600	\$5,200,000
Contingency	010-311-0567-4600	\$780,000
On-Call Engineer Administration	010-311-0567-4600	\$23,530
<b>Total Uses:</b>		<b>\$5,773,530</b>

**Project Description:** A new bridge along west bank of the Pacoima Wash on Foothill Blvd. between Griswald and Eighth Street; New bikeway along the east bank of the Pacoima Wash from Eighth Street to Foothill Blvd; Solar lights along path; Decorative gate entrances; Landscaping.

**Schedule:** Procure consultant to design project by October 2024 and complete design by June 2025.

**Title: Citywide Traffic Signal Synchronization Project**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion

**Project:** 0510

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2024-25 Funds</b>
Prop C 25% Grant	009-3686-0510	\$775,376	\$0
Measure M	024-3210-0510	\$16,884	\$0
Subtotals from previous and new Fiscal Years:		<b>\$792,260</b>	<b>\$0</b>
<b>New Funds (FY 24-25)</b>			
Street Lighting Fund	027-3110-0000	\$190,000	\$0
Subtotals from new funding:		<b>\$190,000</b>	<b>\$0</b>
<b>Total Sources:</b>		<b>\$982,260</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Design (Completed)		\$0
Construction Engineering	009/024-371-0510-4600	\$95,625
Construction	012/024-371-0510-4600	\$853,124
Project Administration	012/024-371-0510-4600	\$33,501
<b>Total Uses:</b>		<b>\$982,250</b>

**Project Description:** The proposed project will improve the flow of traffic along two major north-south arterials and four major east-west arterials within the City as well as improve the efficiency of LACMTA bus line operations by providing bus improvements that will reduce traffic queuing. The project consists of the synchronization of 35 signalized intersections along the following arterials within the City of San Fernando: Truman Street, Hubbard Street, Maclay Avenue, Glenoaks Boulevard, Brand Boulevard and San Fernando Mission Boulevard.

**Schedule:** Award construction contract August 2024; begin construction in September 2024; complete project March 2025.

**Title: HSIP Cycle 8 Traffic Signal Improvements**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion

**Project:** 0562

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2024-25 Funds</b>
HSIP Grant	010-3686-0562	\$1,549,176	\$0
Measure M	024-3210-0562	\$30,481	\$0
Measure R	012-3210-0562	\$95,000	\$0
<b>Total Sources:</b>		<b>\$1,674,657</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Construction Management/Inspection/Testing/Labor Compliance	010-311-0562-4600	\$245,984
Construction	010-311-0562-4600	\$1,229,430
Construction Contingency	010/012/024/-311-0562-4600	\$122,943
Staff Oversight/Grant Administration	012/024-311-0562-4600	\$61,000
<b>Total Uses:</b>		<b>\$1,659,357</b>

**Project Description:** The project includes the installation of larger signal heads, additional street lighting and protected left turn signal phases where left turns currently exist and all appurtenant work necessary to have a fully functional system. A total of nine intersection form part of this project. The intersections include: First Street at Hubbard Avenue; First Street at N Maclay Avenue; San Fernando Road at N Brand Boulevard; San Fernando Road at N Maclay Avenue; San Fernando Road at Hubbard Avenue; Truman Street at Wolfskill Street; Truman Street at N Brand Boulevard; Truman Street at N Maclay Avenue and Truman Street at Hubbard Avenue.

**Schedule:** Design is complete for this project. Expecting to receive E76 from Caltrans by September 2023. Construction contract will be awarded by December 2023. Construction will be completed by Fall 2024.

**Title: Carlisle Green Alley Project**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing

**Project:** 0847

SOURCES			
Fund	Account Number	Allocation	
		FY2023-24 Carryover	FY2025-26 Funds
CNRA – Urban Greening Grant	010-3683-0847	\$3,482,535	\$0
<b>Total Sources:</b>		<b>\$3,482,535</b>	

USES		
Activity	Account Number	Cost
Design/Construction Management/Inspection	010-310-0847-4260	\$400,000
Construction	010-310-0847-4600	\$3,082,535
<b>Total Uses:</b>		<b>\$3,482,535</b>

**Project Description:** The Carlisle Green Alley project transforms an underutilized alley (Carlisle Street) into a new linear greenspace that provides multiple benefits to residents and fulfills the City's goals for resiliency, climate adaptation, and active transportation. This project will include permeable surfaces for groundwater infiltration, trees and native landscaping, a clear bikeway, bioswales, a dedicated pedestrian pathway, and intersection improvements that encourage more walking and biking trips through San Fernando. The transformation of the alley will also address long-standing issues of blight and neglect often associated with alleys, and provide key connections to activity centers such as parks, churches, schools, and the Downtown San Fernando Mall. The project also delivers on a citywide planning effort to green adjacent public parking lots by installing trees and vegetated bioswales in the parking lot at Carlisle and Pico Streets.

**Schedule:** Design expected to start in second half of 2023. Construction expected to begin by Fall 2024 and be completed by Summer 2025.



**Title: Pioneer Park Playground Renovation Project**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing

**Project:** 0671

SOURCES			
Fund	Account Number	Allocation	
		FY2023-24 Carryover	FY2025-26 Funds
Playground Grant	010-3697-0671	\$192,905	\$0
ARPA	121-3668-3689	\$254,961	\$0
<b>Total Sources:</b>		<b>\$447,866</b>	

USES		
Activity	Account Number	Cost
Design/Construction Management/Inspection		\$0
Construction	010/121-423-3643-4600	\$447,961
<b>Total Uses:</b>		<b>\$447,961</b>

**Project Description:** The Pioneer Park Playground Renovation Project will replace the existing dilapidated play equipment with new ADA accessible inclusive play equipment. In addition, the project will add shading and an outdoor exercise equipment area to the footprint.

**Schedule:** Currently under design with design to be completed during June 2024. Construction is expected to start in July 2024 and completed in October 2024.

**Title: Las Palmas Park Revitalization Project**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing

**Project:** 0156

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2025-26 Funds</b>
CNRA	010-3692-0156	\$3,703,261	\$0
<b>Total Sources:</b>		<b>\$3,703,261</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Design/Construction Management/Inspection	010-422-0156-4600	\$0
Construction	010-422-0156-4600	\$3,703,261
<b>Total Uses</b>		<b>\$3,703,261</b>

**Project Description:** The Revitalization Project includes addition of Multipurpose Athletic Field; (Splash Pad; Tennis/Pickleball Court; Sports Field & Park Lighting.

Renovations of: Play Area; Basketball Court; Baseball Fields; Walking Paths; Picnic Shelters; Outdoor Exercise Equip; Restroom/Concession Bldg.

**Schedule:** Currently under design with design to be completed during December 2024. Project bid and award will occur January through March 2025. Construction is expected to begin in April 2025 and completed in December 2025.

**Title: City Sidewalk Repair Project**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing

**Project:** 0866

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2025-26 Funds</b>
ARPA	121-3668-3689	\$500,000	TBD
TDA Article 3 Funds	015-3695-0866	\$37,935	TBD
<b>Total Sources:</b>		<b>\$537,935</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Design/Construction Management/Inspection	015/121/311-0866-4600	\$39,800
Construction Management	121-311-0866-4600	\$21,735
Inspect/Labor Compliance/Testing	121-311-0866-4600	\$38,600
Construction	121-311-0866-4600	\$398,000
Contingency	121-311-0866-4600	\$39,800
<b>Total Uses:</b>		<b>\$537,935</b>

**Project Description:** There are five options for the Sidewalk Project, meeting the \$500,000 budget. All five options include wheelchair and sidewalk repairs on San Fernando Road, from Brand Blvd. and Chatsworth Drive, stemming from claim against the City.

**Project Options:**

1. School side of O’Melveny Elementary School, San Fernando Elementary School, SF Early Education Center and LA County Court.
2. Both sides of Chatsworth Drive, O’Melveny Elementary School.
3. Both sides of Mott Street and O’Melveny Ave., San Fernando Elementary Schools, SF Early Education Center and O’Melveny Elem. School.
4. LA County Court and Parking lot.
5. Various locations, not including schools or Court.

**Schedule:** Schedule is pending location identification. Once selected, work will be completed before the end of Fiscal Year 2024-25.

**Title: Fixed Route ADA Sidewalk Improvements Project**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing

**Project:** 0525

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2025-26</b>
Enhanced Mobility for Seniors Grant (5310)	010-3686-0525	\$750,000	\$0
STP-L Funds	022-3662/3664/-0000	\$83,333	\$0
<b>Total Sources:</b>		<b>\$833,333</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Design	010-311-0525-4600	\$30,864
Construction	010-311-0525-4600	\$617,284
Construction Contingency	010-311-0525-4600	\$61,728
Construction Engineering	022/010-311-0525-4600	\$92,593
Project Administration	010-310-0525-4600	\$30,864
<b>Total Uses:</b>		<b>\$833,333</b>

**Project Description:** The Project is located at and immediately around three main intersections within the City. The three intersections are:

- Seventh Street and Harding Avenue
- Hubbard Street and Truman Street
- Truman Street between Brand Boulevard and Maclay Street

The Project consists of bringing the pedestrian walkways within the stated locations into ADA compliance by making improvements to or installing new curb cuts, sidewalks, accessible pedestrian ramps, wheelchair ramps, drive approaches, and tree parkway.

**Schedule:** Between July 2024 and September 2024, RFP will be released and construction contract awarded. Construction will begin in October 2024 and is scheduled to complete in January 2025.

**Title: Parking Meter Upgrade Project**

**Program Years:** FY2024-25

**Strategic Goals:** V – Reducing Traffic Congestion, V.3 – Pedestrian-focused Improvements, IV – Water Quality, V1.2.a – Street Resurfacing

**Project:** *Pending CIP Approval*

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2023-24 Carryover</b>	<b>FY2024-25 Funds</b>
Parking and Maintenance Operations	029-3850-0000	\$100,000	\$50,000
<b>Total Sources:</b>		<b>\$150,000</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Purchase and Installation of Meters	029-335-XXXX-4600	\$150,000
<b>Total Uses:</b>		<b>\$150,000</b>

**Project Description:** Upgrade parking meters in Downtown Mall area, and the meters around courthouse that were not upgraded during phase one of the project, to smart meters.

**Schedule:** Project will kick-off in July 2024.

# WATER SYSTEM CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2024-2025  
&  
FISCAL YEAR 2025-2026

**Title: Reservoir 4 Replacement Project**

**Program Years:** FY2024-25

**Strategic Goals:** IV.3 – Water Storage Improvements

**Project:** 0716

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>Carryover from Previous Years</b>	<b>FY2024-25 Funds</b>
State of California Funding - DWR	010-3686-0716	\$5,000,000	\$0
Water Fund	070-3686-0716	\$2,702,901	\$0
Subtotals from previous and new Fiscal Years:		<b>\$7,702,901</b>	<b>\$0</b>
<b>Total Sources:</b>		<b>\$7,702,901</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
DWR Grant Administration Fee	010-385-0716-4600	\$200,000
Grant Match Requirement	070-385-0716-4600	\$50,000
Design and Specifications	010-385-0716-4600	\$545,345
Construction Management	010-385-0716-4600	\$427,746
Construction	010/070-385-0716-4600	\$5,890,000
Contingency (10%)	010/070-385-0716-4600	\$589,000
<b>Total Uses:</b>		<b>\$7,702,091</b>

**Project Description:** This project will replace an existing 1MG concrete reservoir with a new 1.1MG rectangular reservoir. The existing Upper Reservoir is a partially buried, circular reinforced concrete reservoir that was damaged due to seismic activity and has been operating at reduced capacity to avoid leakage. Due to this damage, the reservoir needs to be replaced to protect the public from catastrophic failure during major earthquake or natural disaster, provide increased operational flexibility, and effectively meet water demands.

**Schedule:** Construction is estimated to be completed by late part of June 2024 or early July 2024

**Title: Nitrate Treatment System – Well 2A**

**Program Years:** FY2024-25 and FY2025-26

**Strategic Goals:** IV.3.e – Continue to use 100% local groundwater supply

**Project:** 0857

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2024-25 Funds</b>	<b>FY2025-26 Funds</b>
State Budget Allocation (Senator Robert Hertzberg)	010-3686-0857	\$0	\$7,000,000
Subtotals from previous and new Fiscal Years:		<b>\$0</b>	<b>\$7,000,000</b>
<b>Total Sources:</b>		<b>\$7,000,000</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
IX Treatment System – Engineering and Design IX Treatment System for Well 2A	010-385-0857-4270	\$500,000
IX Treatment System – Construction for IX Treatment System for Well 2A	010-385-0857-4600	\$5,000,000
IX Treatment System – Construction Management for Well 2A	010-385-0857-4600	\$500,000
<b>Total Uses:</b>		<b>\$6,000,000</b>

**Project Description:** The second phase of the nitrate treatment system at Well 3 will allow for all four wells in the City’s water system to operate and ensure resiliency and a consistent water supply. The ion exchange treatment technology is the same that was developed and installed successfully for Well 7A in 2018. The new system will be installed next to the existing Well 7A system. The two systems combined can treat all the water extracted from Well 3 and Well 7A. A new system is planned for Well 2A. This will require system modifications and additional pipe line extensions to allow the use of a blending plan along with the operational treatment system.

**Schedule:** Well 3 IX Treatment System was completed and fully operational on March 2024. The timeline for installing and implementing a blending plan along with the IX Treatment System for Well 2A is: Design firm on board (by September 2024); Complete design (by January 2025); Secure additional funds based on completed design (by June 2025); Complete construction and system operational - 12-18 months (by December 2026). The Funding needed to complete the Well 2A project will be approximately \$2,250,000.



**Title: Water Master Plan and Water Utility Rate Study**

**Program Years:** FY2024-25 & FY2025-26

**Strategic Goals:** Infrastructure Improvements Analysis and Assessment

**Project:** Pending CIP Approval

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2024-25 Funds</b>	<b>FY2025-26 Funds</b>
Water Fund	070-3810-0000	\$150,000	\$0
<b>Total Sources:</b>		<b>\$150,000</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Develop Water Master Plan	070-385-XXXX-4260	\$100,000
Conduct Water Utility Rate Study	070-385-XXXX-4260	\$50,000
<b>Total Uses:</b>		<b>\$150,000</b>

**Project Description:** The Water Master Plan and Water & Sewer Rate Study will assess and provide a holistic and forward-thinking strategy that outlines the long term vision and actions necessary to manage a community’s water resource. It serves as a roadmap for asset owners and utilities to ensure the sustainable use and protection of water sources. Through the use of computer modeling and field data, the master plan covers the entire distribution system, provides a comprehensive overview of the system functions, and includes where improvements are needed based on assessments of the system’s capacity and reliability. It will evaluate hydraulic performance and capacity, evaluate the City’s water storage and source of supply, and recommend a proactive and manageable utility capital improvement program for the next 10 years. Previous Water Master Plan was conducted in 1969. Water Utility Standards recommends a Water Master Plan be conducted every 10 years.

The Water and Sewer Rate Study will allow the opportunity to evaluate the current set rates to help set a baseline rate adjustments if needed to help sustain the water system and its future capital infrastructure needs.

**Schedule:** Starting July 2024 will be the RFP process and once awarded the completion of these studies and reports are anticipated to be completed by January 2025.

**Title:** Lead Service Line Replacement Program

**Program Years:** FY2024-25 and FY2025-26

**Strategic Goals:** Public Health - Replace lead service lines with copper lines to meet the State Drinking Water Requirements and EPA’s 2021 LCRR Rule to help minimize health concerns related to lead.

**Project:** *Pending CIP Approval*

SOURCES			
Fund	Account Number	Allocation	
		FY2024-25 Funds	FY2025-26 Funds
Water Fund	070-3810-0000	\$50,000	\$50,000
<b>Total Sources:</b>		<b>\$100,000</b>	

USES		
Activity	Account Number	Cost
New On Going Program to replace lead service lines	070-385-XXXX-4260	\$100,000
<b>Total Uses:</b>		<b>\$50,000</b>

**Project Description:** Replace lead service lines with copper lines to meet the State Drinking Water Requirements and EPA’s 2021 LCRR Rule to help minimize health concerns related to lead exposure.

**Schedule:** New EPA LCRR Rule effective date is October 16, 2024 requiring Water utilities to provide the State with an inventory list of all service line and houseline material inventory. Staff has completed the distribution section phase 1 and is currently working on houseline customer side pipeline material list to be completed before October 2024 completing phase 2. Phase 3 the replacement of identified lead service lines will begin November. 2024 and continue until all lead lines have been replaced. Deadline to complete all replacements is 10 years (i.e. October 2034).

# SEWER SYSTEM CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2024-2025  
&  
FISCAL YEAR 2025-2026

**Title: City-Wide CCTV Project**

**Program Years: FY2024-25 & FY2025-26**

**Project: *Pending CIP Approval***

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2024-25 Funds</b>	<b>FY2025-26 Funds</b>
Sewer Capital Fund	072-3745-0000	\$150,000	\$20,000
<b>Total Sources:</b>		<b>\$170,000</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Cleaning/Video/Data Analysis Report	072-365-XXXX-4600	\$170,000
<b>Total Uses:</b>		<b>\$170,000</b>

**Project Description:** A Citywide cleaning, videoing of all sewer lines (40 miles) in the City. All video will be reviewed and a report will be developed based on findings. This is a required prerequisite before conducting the sanitary sewer master plan.

**Schedule:** RFP for services will be sent out in August 2024.

**Title: Sanitary Sewer Master Plan Project**

**Program Years:** FY2024-25 & FY2025-26

**Project:** *Pending CIP Approval*

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2024-25 Funds</b>	<b>FY2025-26 Funds</b>
Sewer Capital Fund	072-3745-0000	\$250,000	Every Five Years
<b>Total Sources:</b>		<b>\$250,000</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Develop Sanitary Sewer Master Plan	072-365-0000-4260	\$250,000
<b>Total Uses:</b>		<b>\$250,000</b>

**Project Description:** State Requirement. Update the City’s sanitary sewer master plan; last done in 2015. State requires plan to be updated every five years. Plan is also a requirement prior to conduct a utility user fee process.

**Schedule:** RFP will be sent out once CCTV project has been complete; estimated early 2025.

**Title:** Sewer Line Replacement Project

**Program Years:** FY2024-25 & FY2025-26

**Project:** *Pending CIP Approval*

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>	
		<b>FY2024-25 Funds</b>	<b>FY2025-26 Funds</b>
Sewer Capital Fund	072-3745-0000	\$1,095,000	\$1,095,000
<b>Total Sources:</b>		<b>\$2,190,000</b>	

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Design and Specifications	072-365-0000-4260	\$250,000
Construction Management	072-365-0000-4600	\$65,000
Construction	072-365-0000-4600	\$650,000
Contingency (15%)	072-365-0000-4600	\$97,500
On-Call Engineer Review (5%)	072-365-0000-4600	\$32,500
<b>Total Uses:</b>		<b>\$1,095,000</b>

**Project Description:** Replacement of sewer lines.

**Schedule:** TBD (If Necessary)